

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1.00	Lot		

TransItion Period

FFP - F FP- BEGINNING ON OR ABOUT 1 MAY 2003 THOUGH 31 JULY 2003. COVERS ALL MOBILIZATION COSTS INCLUDING, BUT NOT LIMITED TO, RELOCATION OF PERSONNEL, START UP EQUIPMENT AND MATERIALS, INITIAL TRAINING, SECURITY CLEARANCES. PURCHASE REQUEST NUMBER W45B9H0264N222

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		12.00	Months		

VISUAL INFORMATION SERVICES

FFP - NON-PERSONAL SERVICES TO BE PROVIDED IN ACCORDANCE WITH THE PERFORMANCE REQUIREMENTS DOCUMENT.

BASE PERFORMANDE PERIOD - 1 AUG 2003 THROUGH 31 JULY 2004.

PURCHASE REQUEST NUMBER W45B9H0264N222

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		12.00	Months		

VISUAL INFORMATION SERVICES

FFP - NON-PERSONAL SERVICES TO BE PROVIDED IN ACCORDANCE WITH THE PERFORMANCE REQUIREMENTS DOCUMENT.

BASE PERFORMANDE PERIOD - 1 AUG 2004 THROUGH 31 JULY 2005.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		12.00	Months		

VISUAL INFORMATION SERVICES

FFP - NON-PERSONAL SERVICES TO BE PROVIDED IN ACCORDANCE WITH THE PERFORMANCE REQUIREMENTS DOCUMENT.

BASE PERFORMANDE PERIOD - 1 AUG 2005 THROUGH 31 JULY 2006.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0005

12.00

Months

VISUAL INFORMATION SERVICES

FFP - NON-PERSONAL SERVICES TO BE PROVIDED IN ACCORDANCE
WITH THE PERFORMANCE REQUIREMENTS DOCUMENT.

BASE PERFORMANDE PERIOD - 1 AUG 2006 THROUGH 31 JULY 2007.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0006

12.00

Months

VISUAL INFORMATION SERVICES

FFP - NON-PERSONAL SERVICES TO BE PROVIDED IN ACCORDANCE
WITH THE PERFORMANCE REQUIREMENTS DOCUMENT.

BASE PERFORMANDE PERIOD - 1 AUG 2007 THROUGH 31 JULY 2008.

NET AMT

SECTION C Descriptions and Specifications

C-1. General

C-1.1. Scope of Work

The Service Provider (SP) shall provide: all personnel, equipment, tools, materials, management, supervision, and all other items and services necessary to perform Visual Information (VI) functions at Fort Sam Houston as defined in this Performance Requirements Document (PRD) and with the exceptions listed in Section C-3, Government-Furnished Property and Services. Section C-3 and the Technical Exhibits list all Government-furnished facilities, equipment, supplies, forms, records, and services to be provided to the Service Provider. Actual quantities of work are listed in Technical Exhibit 5, Annual Workload and Associated Factors. The goal of this PRD and the resulting contract is to obtain efficient, cost-effective Visual Information services for activities on Fort Sam Houston and other off-post organizations.

C-1.2. Visual Information Services at Fort Sam Houston

C-1.2.1. Background

The US Army Garrison, Fort Sam Houston is currently the home of the Headquarters, US Army Medical Command, the US Army Medical Department Center and School, Brooke Army Medical Center and Great Plains Regional Medical Command, and Headquarters, Fifth US Army. Fort Sam Houston provides facilities and support to the activities of garrison units and tenant organizations. The post also supports thousands of Army Reserve and National Guard soldiers who train here year round. More information on Fort Sam Houston can be obtained at <http://www.cs.amedd.army.mil>

C-1.2.2. Mission

The Visual Information mission at Fort Sam Houston is to provide Visual Information products and services to the AMEDD Center and School, Fort Sam Houston tenant activities, the Reserves, and the National Guard within South Texas.

C-1.3. Responsibility

The Service Provider shall accept total responsibility for all operations specified in this PRD as of 0001 hours on the contract start date. All work covered by this PRD and started by the Government, but not completed by the contract start date, shall become the complete responsibility of the Service Provider.

C-1.4. General Requirements

C-1.4.1. Emerging Technologies

The Service Provider shall keep abreast of new technology in equipment, software, and products. The Service Provider shall submit recommendations and justifications to the Government for technologically new and upgraded capabilities. Such recommendations and justifications shall be submitted in a timely manner so as to maintain state-of-the-art visual information capabilities.

C-1.4.2. Section 508 Compliance

All products completed under this contract shall comply with Section 508 of The Rehabilitation Act of 1973 and Amendments of 1998. Further specification of requirements pursuant to Section 508 is contained in Technical Exhibit 1.

C-1.5. General Service Provider Information

C-1.5.1. Service Provider Personnel

C-1.5.1.1. On-Site Project Manager

C-1.5.1.1.1. The Service Provider shall provide a full-time, on-site Project Manager (PM) who shall be responsible for the performance of the work under this contract. The PM shall have full authority to manage and direct the efforts of the Service Provider's workforce and shall have full authority to represent and make decisions for the Service Provider on issues pertinent to this contract.

C-1.5.1.1.2. The name of the PM and an alternate or alternates, who shall act for the Service Provider when the PM is absent, and the phone number to contact the PM, shall be designated in writing to the Contracting Officer (KO), no later than 30 calendar days prior to contract start date. The KO shall be the Service Provider's point of contact in the Government.

C-1.5.1.1.3. The PM or alternate shall be available, both during and after normal duty hours, within one (1) hour after notification to meet with the Contracting Officer or Contracting Officer's Representatives (CORs) to discuss problem areas.

C-1.5.1.2. Employees

C-1.5.1.2.1. Thirty (30) days prior to the start of the base performance period and any subsequent optional performance periods of this contract, the Service Provider shall submit to the Contracting Officer an Employee Information Report (CDRL A001) of employees who will perform work under this PRD. The list shall include employee name, labor category, seniority information, and work assignment.

C-1.5.1.2.2. To provide for effective communications, all personnel shall fluently speak, write, read, and understand English.

C-1.5.1.3. Employee Training

C-1.5.1.3.1. The Service Provider shall provide all new and recurring training for its personnel in such a manner as to assure that all tasks required by this PRD are performed properly. The Service Provider shall maintain records of all training and make them available for Government review. The Service Provider shall ensure that all employees hired after the initial transition period are adequately trained and have the opportunity to adequately observe current Service Provider personnel prior to beginning work on the contract.

C-1.5.1.3.2. The Service Provider shall provide its employees with detailed instruction on Government policies and regulations in the areas of safety, security, privacy, health, hazardous material, fire prevention, conservation, and the environment, as they pertain to the operations specified in this PRD.

C-1.5.1.3.3. The incumbent Government work force will provide initial Service Provider orientation during the transition period. Service Provider personnel will be permitted to observe the Government operations and other operations deemed necessary by the Contracting Officer and Service Provider that would enable the Service Provider's personnel to become familiar with their assigned areas of responsibility.

C-1.5.1.3.4. Service Provider personnel shall keep abreast of technology by attending training, seminars, and conferences applicable to their assigned area of responsibility such as new graphics software training, and Infocom.

C-1.5.1.4. Employee Conduct

C-1.5.1.4.1. Service Provider personnel shall maintain an appearance in keeping with commercial standards and conduct themselves at all times in a proper, friendly, efficient, courteous, and businesslike manner.

C-1.5.1.4.2. The Service Provider and its employees shall comply with applicable federal, state, and local laws, as well as mandatory Army, MEDCOM, and USAG, FSH regulations.

C-1.5.1.4.3. The Service Provider shall remove from the installation, any individual whose continued presence or employment is deemed by the KO to be a potential threat to the health, welfare, morale, security, or operational mission of USAG, FSH and its population. Such removal from the job site or dismissal from employment shall not relieve the Service Provider of the requirement to provide sufficient qualified personnel to perform the services as required by this contract.

C-1.5.1.5. Prohibited Personnel

C-1.5.1.5.1. The Government has an inherent right under law, practice, and regulation to restrict and control access to its facilities, property, and data, including those that are the subject of this PRD. Access privileges will be tailored to individual Service Provider personnel responsibilities. The Contracting Officer will be the final authority in determining access privileges. The Government's exercise of its right to grant and revoke access by particular individual(s) to its facilities shall not constitute a breach or change to the contract, regardless of whether said individual(s) are employed by the Service Provider, and regardless of whether said individual(s) are precluded from performing work under the PRD.

C-1.5.1.5.2. The Service Provider shall not employ any person who is a military member or an employee of the United States Government, even in that person's off-duty status, if the employment of that person would violate Standards of Ethical Conduct for DOD employees. The Service Provider shall not employ any former officer or employee of the United States Government, if such employment would violate the law or the Post-Employment Conflict of Interest Restrictions. References: DOD Directive 5500.7R and 5 CFR Part 2641.

C-1.5.1.6. Employee Identification Cards

Service Provider personnel shall obtain and carry a Government-provided identification card showing their full name, picture, and Service Provider's legal business name. The Service Provider shall recover all employee cards upon termination of employment or contract and turn in to the KO.

C-1.5.2. Service Provider and Employee Privately Owned Vehicles**C-1.5.2.1. Vehicle Registration**

C-1.5.2.1.1. Service Provider and employee privately owned motor vehicles (POV) operated on USAG, FSH, Camp Stanley, Canyon Lake, and Camp Bullis shall have a valid and current state registration and minimum Texas vehicle insurance coverage. Operation and use of any motor vehicles by Service Provider employees on USAG, FSH and its sub-installations shall be in accordance with Army regulations. Reference: AR 385-55.

C-1.5.2.1.2. Service Provider and employee privately owned vehicles entering USAG, FSH, Camp Stanley, and Camp Bullis in support of this contract require post registration.

C-1.5.2.2. Identification of Service Provider Vehicles

Service Provider owned vehicles used in the performance of services under this contract shall be marked as commercial Service Provider vehicles with the Service Provider's company name clearly marked on the vehicle.

C-1.5.3. Security**C-1.5.3.1. Search and Seizure**

Service Provider personnel and property shall be subject to search and seizure upon entering or leaving the confines of, and while on USAG, FSH, Camp Stanley, and Camp Bullis, as per AR 190-22.

C-1.5.3.2. Personnel and Facility Security Clearances

Service Provider personnel or any representative of the Service Provider entering USAG, FSH, Camp Stanley, or Camp Bullis shall abide by all security regulations and procedures.

C-1.5.3.3. Physical Security

C-1.5.3.3.1. The Service Provider shall publish and implement a Physical Security Plan (CDRL A002). The Physical Security Plan shall document an auditable system of controls and procedures, which will maintain facility and equipment security, and shall include all facilities, equipment, vehicles, data, materials, and supplies provided by the Government for the performance of this PRD. The Service Provider shall submit the Physical Security Plan to the Contracting Officer for final review and acceptance no more than fifteen (15) calendar days after contract award. The Service Provider shall submit any changes to the Contracting Officer no less than five (5) workdays prior to

effective date of change. The Service Provider's Physical Security Plan shall be implemented at the start of the base performance period. References: AR 190-13 and AR 380-5.

C-1.5.3.3.2. The Service Provider shall be responsible for the security of all Government furnished facilities, equipment, and materials that have been furnished to the Service Provider under this PRD. The Government will not be responsible in any way for the Service Provider's property, or for Service Provider employee personal belongings.

C-1.5.3.3.3. The Service Provider shall be responsible for standard metal keys and electromagnetic keycards issued by the Government. The Service Provider shall establish and implement methods to ensure that keys and keycards are not lost, misplaced, or used by unauthorized persons. Procedures for key and keycard security shall be documented in the Physical Security Plan. The Service Provider shall not duplicate keys or keycards issued by the Government unless authorized by the KO. The Service Provider shall report lost or unauthorized duplication of keys or keycards to the KO within one (1) workday after discovery of occurrence. In the event that keys or keycards are lost or duplicated, the Service Provider may be required, upon written direction of the Contracting Officer, to re-key or replace the affected lock or locks at Service Provider expense. The Government may, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from payments due the Service Provider. The Service Provider shall also reimburse the Government for any Government property lost or stolen as a result of unauthorized key duplication, misplacement or loss of key or keycard by Service Provider personnel.

C-1.5.3.4. Information Security and Disclosure

C-1.5.3.4.1. The Service Provider shall develop procedures for safeguarding all information furnished, accessed, or developed under this PRD, and shall document those procedures in the Physical Security Plan. This shall include maintaining up to date security accreditation for all Information Systems operating within the USAG, FSH Installation Information Transfer System. References: DOD Directive 5200.28, and DOD Instruction 5200.40.

C-1.5.3.4.2. Neither the Service Provider nor Service Provider personnel shall disclose or release data or information developed or obtained under performance of this PRD except to authorized Government personnel or upon written approval from the Contracting Officer or authorized official (e.g. Freedom Of Information Act officer). Disclosure of information to persons not entitled to receive it, or failure by the Service Provider or persons under the Service Provider's control to safeguard any sensitive or classified information in connection with work under this PRD, may subject the Service Provider, Service Provider's agent, or employees to criminal liability. Reference: DODD 5400.7.

C-1.5.4. Safety

C-1.5.4.1. Fire Protection and Occupational Safety

C-1.5.4.1.1. The Service Provider shall implement a safety program that provides for the safety and well being of personnel performing work in all areas of this contract, and safeguards all Government property. The Service Provider shall develop a Safety Program Plan (CDRL A003) that describes the Service Provider's overall safety program and procedures in relation to all requirements of the contract. The Safety Program shall be administered and supervised by a Service Provider employee at a management level adequate to ensure full compliance. The final plan shall be submitted to the Contracting Officer not later than 60 days after the start of the transition period.

C-1.5.4.1.2. The Service Provider shall comply with fire protection and accident prevention requirements specified by the National Fire Protection Association, the Army Fire Protection and Fire Prevention Program, the Occupational Safety and Health Act (OSHA), the Army Safety Program, and the USAG, FSH Accident Prevention and Fire Prevention Program. References: NFPA Code 101, 29 CFR 1910, AR 420-90, 29 CFR 1926, AR 385-10, and FSH Regulation 420-5.

C-1.5.4.1.3. Service Provider personnel shall wear safety items required by OSHA during the performance of tasks requiring protective equipment or clothing. Government safety officials, environmental engineers, fire inspectors, and other authorized agents shall be allowed to conduct surveys, studies, and inspections of operations and facilities at all reasonable times. Citations against the Service Provider for noncompliance with OSHA standards are a matter for resolution between the Service Provider and Department of Labor.

C-1.5.4.1.4. The Service Provider shall comply with Government smoking policy. Reference: DODI 1010.15.

C-1.5.4.1.5. The Service Provider shall implement administrative controls and procedures necessary to operate all vehicles according to state, local, and USAG, FSH safety and traffic laws, rules, ordinances, and regulations.

C-1.5.4.2. Accident Reporting

The Service Provider shall maintain an accurate record of accidents resulting in injury or death and accidents resulting in damage to government property, supplies, and equipment. In the event of an accident occurring on USAG, FSH, its sub-installations, leased facilities, or other off-post sites while performing work specified in this contract, the Service Provider shall report it immediately to the Director of Public Safety, telephone number 295-7233 and then to the KO. The report shall include place, time, extent of damage, and injury to personnel. An accident or incident that results in damage to Government property in excess of \$2,000 shall be reported to the Government on DA Form 285. Reference: AR 385-40.

C-1.5.4.3. Environmental Protection

The Service Provider shall comply with all Federal, state, and local environmental protection laws, regulations, and standards. All facilities operated by the Service Provider shall be made available for inspection on a no-notice basis. Access for inspection shall be granted on a no-notice basis. In the event a regulatory agency assesses a monetary fine against the Government for violations caused by the Service Provider's actions, inactions, or negligence, the Government may set off the amount of any such fines plus other costs and expenses from future monies that would otherwise be owed to the Service Provider.

C-1.5.5. Fraud, Waste and Abuse

Service Provider personnel shall report to the KO or other authority, suspected situations of fraud, waste, abuse, or other intentionally dishonest conduct against the Government observed during or in the performance of this contract.

C-1.5.6. Conservation of Utilities

The Service Provider shall require its employees to manage the use of Government furnished utilities in accordance with AR 11-27, FSH Regulation 420-1 and FSH Regulation 420-3.

C-1.5.7. Records

The Service Provider shall maintain records throughout the life of the contract in a consistent, business like, and orderly fashion, and in accordance with AR 25-400-2. All records shall contain sufficient official supporting documentation to provide a complete audit trail. The Government shall have access at all times to all records and reports during normal work hours. All records and copies of reports shall be turned over to the KO within five (5) calendar days after contract termination or completion. No records shall be disposed of or stored offsite without prior coordination with the KO.

C-1.5.8. Quality Control (QC)

C-1.5.8.1. Quality Control Plan

In compliance with the contract clause entitled "Inspection of Services," the Service Provider shall provide a Quality Control Plan (CDRL A004) with the proposal that shall contain the items listed below, and will be incorporated into the contract as a compliance document subsequent to review and approval by the Contracting Officer. This Plan shall serve as the basis of the Service Provider's Quality Control Program. An updated Quality Control Plan shall be provided to the Contracting Officer at least five (5) workdays prior to implementation of any changes that are required during the contract period of performance. Reference: FAR 52.246-4.

C-1.5.8.2. Quality Control Plan Contents

As a minimum, the Quality Control Plan shall:

C-1.5.8.2.1. Describe the inspection system covering the services required by this PRD on either a scheduled or unscheduled basis, with particular attention to the areas listed in the Service Performance Summary, Technical Exhibit 2.

C-1.5.8.2.2. Describe a method acceptable to the Government for identifying and preventing deficiencies in the quality of service performed under this PRD before the level of performance becomes unacceptable, and addressing processes for implementing corrective actions.

C-1.5.8.2.3. Include a customer complaint feedback system for correction of validated complaints and to inform the customer of corrections. Describe how customers or other interested parties may identify problem areas or situations (i.e. contract discrepancy reports) to the Service Provider.

C-1.5.8.2.4. Define the inspection records that shall be kept by the Service Provider and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of claims.

C-1.5.8.3. Quality Control Standards

Standards identified by the Government that contribute significantly to overall satisfactory performance are included in the body of the PRD and shall be included in the QCP. The absence of comprehensive Government standards does not absolve the Service Provider of the overall responsibility to generate high quality products and services according to normal business practices and industry standards, nor does this condition detract from Government enforceability or limit the rights or remedies of the Government under all provisions of the contract.

C-1.5.9. Government Quality Assurance

C-1.5.9.1. Evaluation

According to the "Inspection of Services" clause, the Government shall evaluate the Service Provider's overall performance and compliance with the PRD on the basis of those factors, which are under the Service Provider's control. Such factors may include, but are not limited to: conformance to plan of operation; conformance to internal work specifications and timeliness; customer satisfaction; safety practices; and quality of performance (i.e., Service Provider quality control program). Reference: FAR 52.246-4.

C-1.5.9.2. Service Performance Summaries

Service Performance Summaries (SPS) are contained in Technical Exhibit 2. The Service Performance Summaries list those services for which the Government has identified a performance standard and further identify those services to be inspected by the Government according to its Quality Assurance Surveillance Plan (QASP). The Government reserves the right to choose the inspection methods to be used in implementing its Quality Assurance Surveillance Plan and to vary inspection methods utilized during the work, without notice to the Service Provider.

C-1.5.9.3. Defective Performance

When an observation indicates defective performance, the KO and QAE will require the Service Provider Project Manager to initial the observation. Initialing the observation does not constitute concurrence that performance is defective, only acknowledgment that the SP has been made aware of the KO's and QAE's observation. When the Service Provider fails to meet a performance standard, the KO will issue a Contract Discrepancy Report (CDR) to the Service Provider. The Service Provider shall respond to the CDR by completing the form and returning it to the contracting officer within 15 calendar days of receipt. In accordance with FAR 52.246-4, all costs associated with rework are the responsibility of the Service Provider.

C-1.5.9.4. Meetings and Reporting

During the first year of the contract period, on a monthly basis or as deemed necessary by the KO at an agreed-upon time and place on the Installation, the Service Provider shall meet with the KO, Contracting Officer's Representative (COR), or other Government personnel. At the monthly meetings, the SP Manager shall provide a written report and briefing addressing the following: (1) Status of work performed in the previous time period. (2) Problems or constraints encountered while performing this work. (3) Suggested solutions to problems or constraints encountered. (4) Proposed initiatives or waivers requiring Government action. (5) Status of open items from the previous meetings. (6) Title and date of reports delivered in the previous time period. The Service Provider may also request a meeting with the KO when he or she believes such a meeting is necessary. Minutes taken by the Government of any such meetings shall be recorded and signed by the SP Manager and the KO. If the Service Provider does not concur with any portion of the minutes, such non-concurrence shall be provided in writing to the KO within ten (10) calendar days following receipt of the minutes. During the subsequent contract years the frequency of these monthly meetings may be changed to quarterly by mutual agreement and the approval of the KO.

C-1.5.10. Hours of Operation and Government Holidays

The normal operating hours for basic Visual Information services shall be from 7:30 A.M. to 4:30 P.M., Monday through Friday, excluding government holidays. Duty hours for conduct of “on-location” photo shoots and presentation and public address services shall be scheduled with the customer to ensure optimum support. The duration of these events may exceed normal duty hours. The Service Provider is encouraged to apply appropriate alternative work schedules to minimize overtime consumption. Suggested changes in hours of operation must be approved by the KO before implementation.

C-1.5.11. Emergency and Special Events**C-1.5.11.1. Schedule Changes**

Emergency situations and special event operations may necessitate the Service Provider to operate on an extended schedule (including days or shifts not normally scheduled), curtailed basis, at a different level of service, or not at all. The Service Provider shall provide this level of service as deemed necessary by the Contracting Officer. The Service Provider shall submit an Emergency Situations and Contingency Operations Support Plan (CDRL A005) within 30 calendar days after contract award. With implementation of the procedures contained therein, this Plan shall serve as the basis for the Service Provider’s Emergency Situations and Contingency Operations practices. The Service Provider shall submit a revised Emergency Situations and Contingency Operations Support Plan within 10 workdays prior to a change. This Plan shall support the Government’s emergency and contingency plans.

C-1.5.11.2. Notifications to Service Provider

The Service Provider shall establish and maintain a system capable of notifying the Service Provider Manager of critical system failures and security alarms during non-duty hours, 24 hours per day, 7 day per week. The Service Provider shall respond to all emergency calls.

C-1.5.11.3. Extreme Weather

Extreme weather conditions (e.g., tornados, hurricanes, and flooding) may warrant temporary office evacuation or closure. The Service Provider shall respond to extreme weather conditions according to Contracting Officer direction, and shall inform all employees of these instructions.

C-1.5.11.4. Safety and Emergency Training Interruptions

Fire drills, tornado drills, or other scheduled safety and emergency-training exercises may necessitate interrupted services. Such interruptions will be considered when assessing Service Provider performance for the affected period.

C-1.5.12. Strike Contingency Plan**C-1.5.12.1. Plan Submission**

The Service Provider shall submit a Strike Contingency Plan within ten (10) workdays after beginning the transition period. Upon approval by the Contracting Officer, the Strike Contingency Plan will be incorporated into the contract as a compliance document serving as the basis of the Service Provider’s Strike Contingency practices. The Strike Contingency Plan (CDRL A006) shall describe how the Service Provider will perform the services required by this PRD in the event of a work stoppage by Service Provider employees.

C-1.5.12.2. Work Stoppages

The Service Provider shall notify the Contracting Officer within two (2) hours after being officially notified of a planned or unplanned work stoppage by Service Provider employees. The Service Provider shall implement the Service Provider’s Strike Contingency Plan as soon as a planned work stoppage occurs, or within four (4) hours after an unplanned work stoppage occurs.

C-1.5.12.3. Right to Perform

In the event of a work stoppage, implementation of the Service Provider’s Strike Contingency Plan shall not affect the Government’s right to perform urgently or critically required services. Service Provider employees shall not interfere with performance of contract services by Government personnel or another Service Provider when Service Provider performance has stopped due to a labor strike or other work stoppage.

C-1.5.13. Program Management

C-1.5.13.1. Program Management Plan

The Service Provider shall submit a Program Management Plan (PMP) for approval by the Contracting Officer (CDRL A007). The initial submission shall be with the proposal. The PMP shall serve as the basis of the Service Provider's program management practices. The PMP shall describe the proactive policies, methods, and procedures to be used to carry out the program management responsibilities of this contract. Upon approval, this document and any subsequent updates shall be considered incorporated in this contract.

C-1.5.13.2. Management Plan Contents

As a minimum, the Program Management Plan shall include:

C-1.5.13.2.1. The levels of key management and supervision, including assignment of functional responsibilities for supervision, applicable procedures, and reporting relationships.

C-1.5.13.2.2. A general description of the management functions performed in support of the Quality Control Program and general concept of operations, including problem identification and solution methods. The Quality Control Plan shall address detailed policies and procedures.

C-1.5.13.2.3. A description of the Service Provider's Industrial and Labor Relations Program and responsibilities, including the method of interface with the unions in matters concerning labor relations.

C-1.5.13.2.4. A description of general support services to be provided by the Service Provider's corporate offices.

C-1.5.13.2.5. Methods of interface with key Government personnel at garrison and headquarters level. Key Government personnel include Garrison Commander, Contracting Officer, Contracting Officer's Representative (COR) Quality Assurance Evaluators (QAEs), and HQ MEDCOM or other higher headquarters staff.

C-1.5.13.2.6. Resumes of the Project Manager and alternates, including brief descriptions of experience related to this contract, education, and training.

C-1.5.13.2.7. A description of the Service Provider's approach for transitioning USAG, FSH support operations from the incumbent Government workforce to the Service Provider's workforce. This includes transition of associated equipment, facilities, vehicles, and other resources furnished either by the Government or the Service Provider. Transition procedures to be accomplished at completion of the contract period of performance shall be included also.

C-1.5.14. Manpower Report

The Service Provider shall submit a quarterly Manpower Report (CDRL A008) for the contract, which summarizes straight time and overtime man-hours, as well as the actual number of personnel employed.

C-1.5.15. Transition Period

C-1.5.15.1. During the contract transition period, the Service Provider shall organize, plan, recruit personnel, train, mobilize, develop policies and procedures, and accomplish all actions necessary to commence performance of the services at the start of the basic contract period. The Service Provider shall submit a Transition Period Plan with its proposal that addresses all the aforementioned areas in sufficient detail for the Government to determine if the plan satisfactorily meets the requirements of the PRD and solicitation. The Transition Period Plan shall also include a listing of milestones that chronicle the Service Provider's sequence of transition period events. No less than 10 calendar days prior to contract transition period start date the Service Provider shall provide an updated Transition Period Plan and milestones (CDRL A009).

C-1.5.15.2. The Service Provider shall submit a weekly Transition Period Report (CDRL A010). The report shall describe the status for all key transition areas, identify significant problems that may cause slippage in the transition period milestone schedule, and identify corrective actions with revised target completion dates if applicable.

C-1.5.15.3. The Service Provider shall submit a Right of First Refusal List (CDRL A011) within 30 days after contract performance begins. The list shall contain the names of individuals who are hired prior to the start of the performance period.

C-1.5.16. Reimbursements Billing Report

Reimbursements Billing Report (CDRL A015). The Service Provider shall submit a monthly Government reimbursements report, which identifies the quantity of services performed for customers who are supported on a reimbursement basis as defined in current support agreements and Resource Management Office guidelines. The Service Provider shall segregate services by individual customer account in accordance with the required formats and detail levels as provided in the description for this CDRL item.

C-2. Acronyms and Definitions.

C-2.1. Acronyms

AFARS	– Army Federal Acquisition Regulation Supplement
AMEDD	– Army Medical Department
AR	– Army Regulation
AMEDDC&S	– Army Medical Department Center and School
AV	– Audio Visual
CAP	– Component Accessioning Point
CBA	– Collective Bargaining Agreement
CD	– Compact Disc
CDR	– Contract Discrepancy Report
CDRL	– Contract Data Requirements List
CFR	– Code of Federal Regulation
COR	– Contracting Officer's Representative
DA Pam	– Department of the Army Pamphlet
DD	– Department of Defense
DFARS	– Defense Federal Acquisition Regulation Supplement
DID	– Data Item Description
DLC	– Distance Learning Center
DOD	– Department of Defense
DODD	– Department of Defense Directive
DODI	– Department of Defense Instruction
DODR	– Department of Defense Regulation
DSN	– Defense Switched Network
E-Mail	– Electronic Mail
EOM	– End of Month
FAR	– Federal Acquisition Regulation
FOIA	– Freedom of Information Act
FSH	– Fort Sam Houston
FSHR	– Fort Sam Houston Regulation
FY	– Fiscal Year
GFE	– Government-Furnished Equipment
GFF	– Government-Furnished Facilities
GFM	– Government-Furnished Material
GFP	– Government-Furnished Property
GFR	– Government-Furnished Records
GFS	– Government-Furnished Services
GFU	– Government-Furnished Utilities
GSA	– General Services Administration
HQ	– Headquarters
HQ DA	– Headquarters, Department of the Army
IAW	– In Accordance With
IMI	– Interactive Multimedia Instruction
J-SIIDS	– Joint Security Interior Intrusion Detection System
KO	– Contracting Officer
LAN	– Local Area Network
MARKS	– Modern Army Recordkeeping System
MEDCOM	– US Army Medical Command
MOU	– Memorandum of Understanding
N/A	– Not Available
NFPA	– National Fire Protection Association
NOV	– Notices of Violations
OSHA	– Occupational Safety and Health Act
PCO	– Procuring Contracting Officer
PM	– Project Manager
PMP	– Program Management Plan

POC	– Point of Contact
POV	– Privately Owned Vehicle
PRD	– Performance Requirements Document
PSR	– Program Status Review
QA	– Quality Assurance
QAE	– Quality Assurance Evaluator
QASP	-- Quality Assurance Surveillance Plan
QCP	-- Quality Control Plan
ROD	– Report of Discrepancy
SF	– Standard Form
SP	– Service Provider
SPS	– Service Performance Summary
STAT	– Statute
TDY	– Temporary Duty
TE	– Technical Exhibit
TSAMS-E	– Training Support Automated Management System – Enhanced
US	– United States
USAG, FSH	– US Army Garrison, Fort Sam Houston
VG	– View Graph Transparency
VHS	– Video Home System
VI	– Visual Information

C-2.2. Definitions

Accession

The process of adding Visual Information products to the DOD archives.

Acquisition

Acquiring by contract, with appropriated funds, supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Bugle Call System

An automated audio playback system used for sounding of Army Bugle Calls via the USAG, FSH and Camp Bullis Installation outdoor public address systems.

Captioning

Recording identifying information (who, what, when, where), for a photograph or videotape and retaining the information in such a manner that it can be identified with the photo or video to which it pertains.

Contract Discrepancy

A failure of the Service Provider to perform in accordance with contract requirements and specifications. A contract discrepancy may result from a failure of the Service Provider to provide, or provide on time, the required contract products or services; or it may result because delivered products or services do not meet specific contract standards.

Contract Discrepancy Report

A form that is prepared by the QAE to document unsatisfactory Service Provider performance and to which the Service Provider must reply.

Contract Modification

Any written alteration from the Contracting Officer in the specifications, delivery point, rate of delivery, contract period, amount, or other provision, of an existing contract, whether accomplished by unilateral action in accordance with a contract provision or by mutual action of the parties in the contract. It includes (i) bilateral actions such as supplemental agreements, and (ii) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

Contract Start Date

Date the Service Provider begins work (start of the basic contract period) in accordance with the terms of the contract.

Contracting Officer

The only person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

Contracting Officer's Representative

The Government individual(s) designated in writing by the Contracting Officer to act as an authorized representative of the Contracting Officer to perform specific contract administrative functions within the scope and limitations as defined by the Contracting Officer. In the event of a Government win, the "contracting officer's representative" will simply be a Government official.

Contractor

The Contractor, its subsidiaries and affiliates, joint ventures involving the Contractor, or any entity which the Contractor may have merged or any individual or entity that assisted or advised the Contractor in the preparation of proposal under this solicitation. See also Service Provider.

Customer

Individuals and organizations, both internal and external to the Service Provider's organization, for whom services are provided as required by this PRD.

Defective Service

A service output that does not meet the standard of performance specified in the contract for that service.

Defense Automated Visual Information System

Standard DOD-wide ADP system for VI management at DOD component and major command levels. It includes: an AV production database covering production, acquisition, inventory, distribution, and product status; archival control of AV productions and VI materials; and a VI facilities database that includes activities, facilities, personnel, equipment, and funds.

Equipment

An all-inclusive term that refers to non-expendable property of a movable nature.

Facilities

Property used for production or administration, includes real property and rights therein, buildings, structures, improvements, and plant equipment.

Fiscal Year

The period beginning October 1 and ending September 30 of consecutive calendar years.

Government Customer

Those individuals and organizations of an official Government nature that is external to the Service Provider's organization as defined in the Service Provider's bid.

Government-Furnished Property

All equipment, goods, and land in the possession of or acquired directly by the Government and subsequently delivered or otherwise made available to the contractor.

Lot

The total number of potential service outputs in a surveillance period.

Maximum Error Rate

The point that divides acceptable and unacceptable performance of a task according to the Performance Requirements Summary and the Inspection of Services clause. It is the number of defectives or maximum percent defective in the lot that is deemed acceptable.

Modern Army Recordkeeping System

A system for identifying, arranging, and retrieving Army records for reference and disposition according to the directive, usually an AR or DA Pamphlet, which prescribes their creation, maintenance, and use.

Monthly

Once each calendar month, normally at the same time each month. In connection with preventive maintenance, monthly refers to a 28-day cycle.

Performance Requirements Document

The statement of work, technical exhibits, and appendices.

Publications

Printed and micro-reproduced standard publications, specialized publications (such as technical orders), recurring publications, applicable publications from other Government agencies, and other documents required by the Army. Basic publications contain complete guidance and direction about a subject. Supplement publications expand upon or add special requirements to the basic publication and are issued by a unit subordinate to the headquarters that issued the basic publication. Change publications provide information affecting the basic publication, or delete information about the basic publication. Only the same headquarters that issued the basic publication may issue a change.

Quality Assurance

A planned and systematic pattern of all Government actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For the purposes of this PRD, quality assurance refers to actions by the Government.

Quality Assurance Evaluator

A functionally qualified person who performs quality assurance functions for a contracted service.

Quality Assurance Surveillance Plan

An organized written document used for Government quality assurance surveillance. This document contains specific methods to perform surveillance of the Service Provider and is for Government use only.

Quality Control

Those actions taken by a Service Provider to control the performance of services so they meet the requirements of the PRD.

Records

All books, maps, photographs, machine-readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained in them.

Repair

The application of maintenance services or other action to restore serviceability to an item, correcting specific damage, fault, malfunction, or failure in a part, subassembly, module (component or assembly), end item, or system.

Sample

A sample consists of one or more service outputs drawn from a lot for quality assurance surveillance.

San Antonio Fiesta

A 10-day event occurring annually to celebrate San Antonio heritage.

Service Provider

The organization with which the Government contracts to perform services. The term is used to recognize the possibility that in the A-76 Commercial Activities environment, either a contractor or Government organization may be selected to perform the contracted services.

Service Provider Acquired Property

As used in this PRD, means property acquired or otherwise provided by the Service Provider for performing a contract and to which the Government has title.

Service Performance Summary

A listing of the service outputs under the contract that are to be evaluated by the QAE on a regular basis, the surveillance methods to be used for these outputs, and the performance requirements of the listed outputs.

Shall

The word “shall” is used in connection with the contract and specifies that the provisions are binding.

Standards

An acknowledged level or measure of comparison to which the Service Provider is expected to perform.

Subcontractor

Any person, firm, or company contracted by the contractor to perform part or all portions of a contract.

Supplement Publication

A publication that expands upon or adds special requirements to the basic publication. A supplement is issued by a unit subordinate to the headquarters that issued the basic publication. A supplement only applies to the issuing unit and its subordinate units.

Technical Exhibit

A part of the PRD containing information useful to the Service Provider, that defines or affects the services defined in the Scope of Work.

Training Support Automated Management System – Enhanced

The standard Army management information system for local VI support center workload, accounts and inventory management, cost estimating, accounts billing, and generation of standard reports and forms.

Valid Complaint

A complaint against the Service Provider, by a customer of the service or a controlling Government agency, which has been investigated and found to be correct in that the Service Provider’s service was defective.

Visual Information

The aspect of information technology that pertains to the acquisition, creation, storage, transmission, distribution, and disposition of still and motion imagery, with or without sound, for the purpose of conveying information.

Will

The word “will” is used in connection with the contract and specifies that the provisions are not binding.

C-3. Government-Furnished Property and Services

C-3.1. Government-Furnished Property (GFP)

C-3.1.1. Receipt and Administration of GFP

C-3.1.1.1. Provision and Use

The Government will provide to the SP the use of Government-Furnished Facilities (GFF), Equipment (GFE), and utilities. This Government-Furnished Property (GFP) is furnished for use only in connection with this contract. All such facilities and, equipment, use is at the option of the Service Provider. The use of Government-furnished property and services for other purposes is prohibited. All GFP matters pertaining to receipt, changes, title, use, access, risk of loss, equitable adjustment, final accounting, abandonment and restoration, and communications shall be in accordance with Federal Acquisition Regulation (FAR) 52.245.2 Government Property (Fixed Price Contracts) and DOD 4161.2M, DOD Manual for the Performance of Contract Property Administration, as in effect on the date of this contract.

C-3.1.1.2. Accountability for GFP

The Service Provider shall be responsible and accountable for all Government property provided under this contract and shall comply with FAR 45.5 as in effect on the date of this contract. The Service Provider shall establish and maintain a property control system for the use, maintenance, repair, protection, and preservation of Government property in accordance with sound industrial practice and the applicable provisions of FAR 45.502. The Service Provider's property control system shall generate and maintain reports and records of Government property according to FAR 45.505.

C-3.1.1.3. GFP Plan

The Service Provider shall develop and deliver with proposal to the Government a Government-Furnished Property Plan (CDRL A012) describing the policies, methods and procedures of the Service Provider's property control system. The GFP Plan shall become a compliance document subsequent to review and approval by the Contracting Officer.

C-3.1.1.4. Sufficiency of GFP

The Government makes no representation that the GFP described in Technical Exhibit 8 is sufficient to accomplish the requirements of the PRD. The Service Provider shall provide all additional items necessary to meet the PRD requirements.

C-3.1.1.5. GFP Inventory

An inventory of GFP shall be accomplished no later than five days prior to the start of work under this contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before the completion of the contract period (including any option periods). Physical inventories and associated reporting shall be conducted according to AFARS 45.508 and FAR 45.508. The Service Provider shall prepare an annual Report of DOD Property in the Custody of Service Providers (DD 1662) (CDRL A013) according to FAR 45.505.14.

C-3.1.2. Care, Maintenance, Use, and Replacement of GFP

C-3.1.2.1. Service Provider Responsibilities

The Service Provider shall be responsible for proper care, maintenance, repair, and use of Government property in its possession or control from the time of receipt until properly relieved of responsibility, in accordance with sound industrial practice and the applicable provisions of FAR 45.509. Service Provider limits of liability, and responsibility for investigation and reporting of shortages, loss, damages, or destruction of Government property shall be according to the provisions of FAR 45.504 and AFARS 45. The Base Operations Support Service Provider shall provide for maintenance or services not otherwise addressed in this PRD.

C-3.1.2.2. Warranties and Contracts

The Service Provider shall use existing equipment warranties, Government-furnished service contracts, and Government lease provisions whenever available to effect no-cost maintenance or repair of GFP. Current service contract information is contained in Technical Exhibit 3 of this PRD.

C-3.1.2.3. Replacement of Government Furnished Property

When any capital equipment (currently defined as costing more than \$5,000) or non-capital equipment item is no longer economically repairable or is functionally obsolete, the Service Provider shall provide a recommendation to the Contracting Officer's Representative (COR) on whether a replacement item is needed, plus justification of need for equipment upgrade if one is necessary. The COR will order replacement equipment which will be added to the Government Furnished Property listing. The Service Provider shall ensure that decision does not degrade nor adversely affect the quality of services performed under this contract. The procedures in FAR 45.505 shall be followed for reporting and accounting for all non-capital property purchased.

C-3.1.3. Facilities

Maintenance and repair of Government furnished facilities listed in Technical Exhibit 8, Table TE8-1, will be performed by the Base Operating Support (BOS) Service Provider. It shall be the Service Provider's responsibility to coordinate with the COR for any required maintenance or repair.

C-3.1.4. Vehicles

A GSA-leased Audio Support Van (3/4 ton utility van) is provided, equipped with a Government-owned rack system consisting of a dual multi-channel mixer, dual power amplifier, speakers, tripods, and cables.

C-3.1.5. Publications and Forms

See Section C-6 of this document for information regarding mandatory publications and forms. At the start of the contract period, the Government will furnish all mandatory, plus all on-hand libraries and inventories of non-mandatory publications (including manufacturer technical and operator manuals) and forms for use in the performance of the specific tasks contained in this PRD. New or updated manufacturer materials sent to the Government will be furnished to the Service Provider when they are received.

C-3.1.6. Government Documentation

The Government will furnish existing applicable records, databases, control logs, registers, and other documents to the Service Provider at the start of the contract. See C-1.5.7 regarding Service Provider responsibilities for documentation and record-keeping.

C-3.1.7. Software and Operating Systems

The Government will furnish software applications and operating systems that are in use by the USAG, FSH community and are required for the performance of this PRD, at the time of contract award (See Table TE8-4 for current listing). Software applications and operating systems used by the SP shall comply with Army and industry software standards and shall be maintained in a compliant state throughout the contract performance period. As new information technologies emerge, the Government may direct or the Service Provider may recommend upgrade or replacement of existing software and operating systems. Service Provider recommendations shall be directed through the KO before implementation and shall be coordinated with customer interfaces and other information systems. Replacements or upgrades not approved by the Government shall be the decision and financial responsibility of the Service Provider.

C-3.2. Government-Furnished Services**C-3.2.1. Utilities****C-3.2.1.1. Utilities Provided**

The Government will provide utility services including water, sewer, electricity, natural gas, and propane currently installed in the facilities provided under this PRD.

C-3.2.1.2. Communications

C-3.2.1.2.1. The Government will provide telephone and Local Area Network (LAN) communications services for the Service Provider's official use only. The Government will not furnish cell phones or cell phone account services. The Government will not furnish pagers or pager account services. The Service Provider shall determine the need

and be financially responsible for providing its workforce with the cell phone and pager systems it deems necessary to meet the requirements of this PRD.

C-3.2.1.2.2. The Government will provide official voice and facsimile services to the Service Provider via telephone instruments located in the Government facilities at the start of the base contract period, including: Class A (direct dial to local off-post locations, and long distance); Class A-A (direct dial to Defense Switched Network (DSN)); and Class C (direct dial to on-post locations). Reference: AR 25-11.

C-3.2.1.2.3. The Service Provider shall determine which Class A instruments require programming for long distance access and establish tracking accounts with the USAG, FSH telecommunications Service Provider. All Class A instruments will be capable of toll-free 1-800 or 1-888 access to long distance carriers.

C-3.2.1.2.4. The Government will provide the Service Provider with access to the existing USAG, FSH Installation Information Transfer System (IITS).

C-3.2.1.2.5. The Government will provide the Service Provider with access to remote dial-in data processing systems operated by other Government agencies on an as required basis consistent with the requirements defined in this PRD.

C-3.2.1.2.6. Electronic Mail

The Government will provide the Service Provider access to the USAG, FSH electronic mail (E-mail), USAG, FSH bulletin board, Intranet, and the Internet, for all Service Provider computer workstations operating on the USAG, FSH Local Area Network. All Service Provider personnel shall comply with Army E-mail, Intranet, and Internet policies.

C-3.2.1.2.7. Video-Teleconference (VTC) facilities in operation on USAG, FSH will be available for Service Provider use according to USAG, FSH policies in performance of official functions as required by this PRD.

C-3.2.2. Custodial Services and Refuse Collection

The Government will provide custodial service and refuse collection for Government-furnished facilities used by the Service Provider. Any unique or higher standards desired shall be the financial responsibility of the Service Provider.

C-3.2.3. Postage and Shipping

The Government will pay all official and other approved Government postage (including FedEx), shipping, and handling fees generated by the Service Provider in performance of this PRD.

C-3.2.4. Emergency Medical Services

The Government will provide emergency medical care for Service Provider personnel who are injured or become critically ill during performance of work while on Government property. The Service Provider shall reimburse the Government for the cost of medical treatment and patient transportation at current inpatient and outpatient rates. Emergency telephone numbers are 911 for ambulance and emergency assistance, or 916-5500 for ambulance service and 916-4466 for the emergency room.

C-3.2.5. Security Police Services

The Government will provide the security and police protection of the USAG, FSH to the Service Provider for services performed while on Government property. The emergency number is 911 from any telephone.

C-3.2.6. Fire Protection Services

The Government will provide fire prevention, protection and inspection of Government-furnished property, and maintenance of Government-furnished fire extinguishers and systems. The emergency number is 911 from any telephone.

C-3.2.7. Grounds Maintenance Services

The Government will provide grounds maintenance for the improved and unimproved grounds within the confines of the USAG, FSH perimeter only.

C-3.2.8. Copier Services

The Government will provide copier services, which includes copier equipment, maintenance, and repair. The level of these copier services will be based upon the Government's standards in effect at the end of FY02. Any unique or higher standards desired shall be the financial responsibility of the Service Provider.

C-4. Service Provider-Furnished Property

Except for those items and services identified as Government-furnished in Section C-3, and Technical Exhibit of this PRD, the Service Provider (SP) shall furnish and maintain, at the SP's own expense, all other equipment, vehicles, materials, supplies, or services necessary to perform tasks required by this PRD.

C-4.1. Service Provider-Furnished Items and Supplies**C-4.1.1. Service Provider-Furnished Equipment**

Except as specified in FAR 52.245-11(c), title to the SP-furnished equipment shall remain with the SP.

C-4.1.2. Service Provider-Furnished Materials and Supplies**C-4.1.2.1. Residual Supplies**

The Government does not anticipate any significant quantity of residual office supplies or other supplies and materials to exist in the incumbent Government organization at the start of the contract period. The Service Provider shall purchase and provide all office supplies needed to perform the services specified in the PRD.

C-4.1.2.2. Fuels

The Service Provider shall purchase all motor fuels consumed in the performance of this PRD, with the exception of fuel for the government furnished audio van. The Government will furnish fuel for the audio van.

C-4.1.2.3. Supplies and Parts

The Service Provider shall purchase and provide all supplies and parts used in the performance of this PRD, including parts and materials needed for maintenance and repair of all property and equipment. All replacement units, parts, components, and materials supplied by the SP and used in the maintenance and repair of equipment shall be compatible with existing equipment on which it is used. The quality shall be of equal or better quality than original equipment specifications; shall comply with applicable Government, commercial, or industrial standards; shall conform to the PRD specifications; and shall be used in accordance with original design and manufacturer's intent. A list of supplies and parts quality specifications is provided in Technical Exhibit 9.

C-4.1.2.4. Supply Sources

It is the Service Provider's responsibility to select supply sources and arrange for delivery to meet contract requirements. Failure of any supply system chosen by the Service Provider shall not in any way relieve the Service Provider of the responsibility to meet contractual requirements.

C-4.1.2.5. Vehicles

It shall be the Service Provider's responsibility to provide all vehicles necessary for the performance of these requirements, except for the Audio Support Van (see C-3.1.4 and C-4.1.2.2).

C-4.1.3. Quality and Safety

All SP-furnished items shall meet the same safety requirements as those established for Government equipment. The Service Provider shall ensure its property is in safe and operable condition at all times. The quality of an item not specified in this contract shall be equal to or better than the manufacturer's original, and compatible with existing systems. (See Technical Exhibit 9 for supply quality specifications.) All equipment, parts, and supplies shall be capable of performing the service or doing the job in accordance with this PRD. Their failure to perform as required is not justification for the SP's inability to meet workload demands, quality levels, or deadlines as specified and required in the PRD.

C-4.1.4. Penalties and Fines

The Service Provider shall be responsible for the satisfaction of applicable local, state, and federal regulatory agency requirements. In the event a regulatory agency assesses a monetary fine against the Government for a violation(s) caused by the Service Provider's actions, inactions, negligence, intentional conduct or other improper performance, the Government may set off the amount of any such fines plus other costs and expenses from future monies that would otherwise be owed to the Service Provider. The Government may also set off any actual losses or damages from the Service Provider's invoice for incidents of non-performance or negligence.

C-4.1.5. Failure to Perform

If the SP fails to perform in accordance with the requirements of the PRD, causing a “mission impairment” situation; the SP shall grant the government rights of use and access to the SP furnished facilities, tools, equipment, repair parts, materials, and services in order for the government to perform the functions and requirements under the PRD curing the “mission impairment” condition.

C-4.1.6. Disposition at Termination or Completion

At termination or completion of the contract period or after notification of non-renewal of option years, the SP shall remove Service Provider property from the installation within 30 calendar days of being given written notice by the KO or designated representative. The Government will not be responsible for any SP-owned property left behind after contract completion or termination. If the SP does not remove said property from the installation within the 30 days, the Government will dispose of the property at the Service Provider’s expense.

C-5. Visual Information – Description of Services

C-5.1. Scope of Work

This description of services describes the United States Army Garrison, Fort Sam Houston (USAG, FSH) Visual Information (VI) services that shall be performed by the Service Provider. The purpose of this Performance Requirements Document (PRD) and the resulting contract is to obtain efficient, cost-effective VI services for all activities on Fort Sam Houston, its sub-installations, leased facilities, and other off-post sites as defined in various support agreements. The quantities of work are listed in Technical Exhibit 5, Annual Workload and Associated Factors.

Examples of requirements and situations that are identified throughout this section are not intended as limitations on the scope of work described in the specific paragraphs.

C-5.2. Summary of Expectations

The Service Provider shall provide VI services for missions and daily operations of the USAG, FSH and specified Government customers as well as VI administrative and operational control. The Service Provider shall provide VI products and services, including digital images; conventional still photography; compact disc production; presentation services; VI inventories for short-term equipment loan; and manual and electronic multimedia graphics, illustrations, and exhibits. The Service Provider shall use Chapter 7, AR 25-1 as the principal mandatory reference for definition and performance of Visual Information services. Guidelines for implementation are contained in DA Pam 25-91, and FSH Regulation 10-1. A consolidated listing of mandatory and advisory documents applicable to this PRD is contained in Section C-6, Publications and Forms.

The Service Provider shall apply appropriate mandatory and advisory technical standards, resources, and priorities to fulfill product and service requirements, aiding the customer in defining and quantifying his or her expectations of satisfactory quality, and performing any rework necessary to yield a final product or service that provides high customer satisfaction. The Government has identified standards that are significant to satisfactory performance. These standards are listed in Technical Exhibit 2. The absence of comprehensive Government standards does not absolve the Service Provider of the overall responsibility to generate high quality products and services according to normal business practices and industry standards, nor does this condition detract from Government enforceability, nor limit the rights or remedies of the Government under all provisions of the contract.

All customer requests for photography, graphic art, presentation support, and other services (except loans) shall be processed using DA Form 3903 (Visual Information Work Order).

The Service Provider shall use TSAMS-E (Training Support Automated Management System – Enhanced), the Army standard management information system for VI support center workload, accounts and inventory management; cost estimating, and generation of standard reports and forms.

VI products produced by the Service Provider under this PRD and cleared for public exhibition will become part of the public domain. This means that these products, upon completion, will be without legal encumbrances such as copyright, patent, personal property, or performance restrictions. The Service Provider shall comply with VI product and service restrictions as defined in Chapters 7-9, AR 25-1.

In addition to direct coordination with supported customers, the Service Provider shall also coordinate with other Government offices and Government contractors to the extent necessary to ensure satisfactory performance under this PRD and to effect a smooth hand-off of work to and from other Government or contracted service providers.

C-5.3. Services Performed

C-5.3.1. Administration and Operations Support Services

C-5.3.1.1. Web Page Services

The Service Provider shall provide VI web page updates and redesign services. Provide visual and written information for web page updates on a quarterly basis, and visual and written information for web page redesign to the Webmaster annually, to reflect major changes. Updates and redesigns shall be forwarded to the contracting officer's representative for approval prior to sending to the Fort Sam Houston Webmaster.

C-5.3.1.2. Acquisition Services

The Service Provider shall submit acquisition requests for new and upgraded VI equipment required to perform this PRD, to the Government for approval.

C-5.3.1.3. Receiving Services

The Service Provider shall order and pick up or receive supplies required to perform this PRD.

C-5.3.1.4. Equipment Services

The Service Provider shall turn in outdated and inoperable equipment. A completed DA Form 3161 shall accompany all items. Each DA Form 3161 may contain more than one item for turn-in.

C-5.3.1.5. Database Update Services

The Service Provider shall update the TSAMS-E database for local VI operations. This is the standard Army tool for management of VI operations.

C-5.3.1.6. Reporting Services

The Service Provider shall prepare the Visual Information Annual Workload and Cost Data Report (CDRL A014). The reports shall be completed IAW DA Pam 25-91 and provided to the Government for review and approval prior to submission to higher headquarters.

C-5.3.2. Electronic Multimedia Graphics Products and Services**C-5.3.2.1. Design, Production and Duplication Services**

The Service Provider shall design, produce, and duplicate graphics products and services.

C-5.3.2.1.1. The Service Provider shall design and produce simple graphics products and services. Simple graphics products and services include indoor signs, nameplates; slide presentations in computer media formats, flat bed scanning, matting, mounting, laminating, and other products and services listed on DA Form 3903. The Service Provider may occasionally have to provide products to customers electronically via file transfer. See Technical Exhibit 10 for additional details on levels of product complexity.

C-5.3.2.1.2. The Service Provider shall design and produce medium complexity graphics products and services. This includes computer graphics, brochures (bi & tri-fold), programs, indoor signs, slide presentations, in computer media formats, and other products and services listed on DA Form 3903. The Service Provider may occasionally have to provide products to customers electronically via file transfer. See Technical Exhibit 10 for additional details on levels of product complexity.

C-5.3.2.1.3. The Service Provider shall design and produce complex graphics products and services. Complex graphics products and services include computer graphics, original art concepts (electronic & hand rendered), brochures (bi & tri-fold), permanent exhibits, portable and/or temporary displays, posters, indoor signs, slide presentations in computer media formats, and other products and services listed on DA Form 3903. The Service Provider may occasionally have to provide products to customers electronically via file transfer. See Technical Exhibit 10 for additional details on levels of product complexity.

C-5.3.2.1.4. The Service Provider shall duplicate graphics products and services.

C-5.3.2.2. Self-help Facilities

The Service Provider shall provide daily multimedia self-help facilities, equipment, materials, and technical assistance for walk-in customers preparing VI briefings and presentations.

C-5.3.2.3. Troubleshooting Services

The Service Provider shall provide equipment troubleshooting for failed or malfunctioning equipment. Call service contractor for problems requiring more than one hour of effort.

C-5.3.3. Photographic Services

C-5.3.3.1. Official Personnel File Photos

The Service Provider shall shoot and print official military personnel file photos in digital format. Assist customer in adjusting uniform to attain correct look and highest quality official photo per requirements defined in AR 640-30 or other service requirements. In accordance with DODD 5040.5, photos may not be digitally altered. Furnish two prints of photo to customer immediately after completion of photo session.

C-5.3.3.2. Official Studio Portraits

The Service Provider shall shoot, process, and print official studio portraits. Assist customer in adjusting uniform to attain correct look and highest quality official portrait per customer requirements.

C-5.3.3.3. On-location Photo Shoots

The Service Provider shall shoot, caption, process, and print “on-location” photos. On-location sites may be extreme. Extreme conditions include cold, hot, cramped, rugged, high, and aerial. Conduct necessary travel and pre-shoot site surveys to fulfill customer requirements.

C-5.3.3.4. Film Processing Services

The Service Provider shall process and print/mount customer-supplied rolls of C-41 color and E-6 slide film.

C-5.3.3.5. Slide Creation Services

The Service Provider shall create 35mm slides from electronic or hard copy PowerPoint presentations supplied by customer.

C-5.3.3.6. Negative, Slide and Photo Scanning Services

The Service Provider shall perform negative, slide, and photo scanning services for output to hard copy and digital formats. Products shall be photo quality prints or computer media.

C-5.3.3.7. Custom Photographic Services

The Service Provider shall create custom photographic products. Custom photographic products include images that are cropped, color corrected, dodged, burned, restored, or enhanced.

C-5.3.3.8. Photo Accessioning

The Service Provider shall accession historically significant photographic images to the Component Accessioning Point (CAP). The Service Provider shall select historically significant photographs and photographic images in accordance with AR 25-1 and forward to the Government for approval for accessioning. Forward approved photographs and photographic images, in digital format, to the CAP no less than once every six months.

C-5.3.3.9. Preventive Maintenance

The Service Provider shall be responsible for performing monthly preventive maintenance on two Speedmaster automatic film processing machines and one Kreonite Color Print Processor, to include but not limited to, disassembly and cleaning of rollers and replacement of chemicals.

C-5.3.4. VI Equipment and Products Temporary Loan Services

C-5.3.4.1. Equipment Loan Services

The Service Provider shall loan VI equipment to customers on a temporary basis. The Service Provider shall implement controls that provide out-going and incoming accountability and encourage prompt return of loaned items. Maintain DA Forms 1687 for verification of customer accounts. Provide instruction to customers on correct use of equipment when needed. Report loss, damage, or destruction of loaned equipment to the installation property administrator for further investigation.

C-5.3.4.2. Equipment Receipt and Repair Services

The Service Provider shall receive loaned items and inspect for serviceability. Perform minor repair or replacement of malfunctioning items (e.g. burned-out projector bulb) prior to issuing subsequently.

C-5.3.4.3. Equipment Failure Processing Services

The Service Provider shall process failed VI loan equipment for repair by other Fort Sam Houston maintenance organizations IAW FSH Regulation 25-1 and AR 750-1. The SP shall return equipment under warranty to the manufacturer for repair or replacement.

C-5.3.5. Permanent and Mobile Public Address and VI Presentation Systems Services**C-5.3.5.1. Customer Service**

The Service Provider shall respond to customer calls, e-mails, and walk-ins.

C-5.3.5.2. Audio Support Van

The Service Provider shall operate and maintain operational status of the VI equipment in an audio support van to support large, local military ceremonies and holiday events, including San Antonio Fiesta Week. The Service Provider shall perform pre-event consultation with customer, site survey, rehearsals, and actual support of events.

C-5.3.5.3. Presentation Support

The Service Provider shall perform on-Post, local, and non-local presentation support, IAW AR 25-1. This includes pre-event consultation with customer, site survey, rehearsals, and actual support of conferences, military workshops, and multimedia projection presentations. Local is defined as within the San Antonio metropolitan area. Non-local is defined as beyond the San Antonio metropolitan area, but within the continental United States. Provide after-action report when requested by the Government.

C-5.3.5.4. MEDCOM Support

The Service Provider shall provide technical support to MEDCOM Wood Auditorium, Evans Theater, Roadrunner Activity Center, Command Suite at Abell Hall, and Garrison Commander's Conference Room.

C-5.3.5.5. "Bugle Call" System Operations

The Service Provider shall monitor and maintain operational status of the automated "Bugle Call" broadcast system for Fort Sam Houston. Monitoring includes response to customer notification of technical problems. Maintenance includes troubleshooting according to system manufacturer instructions and contacting service vendor for all failure repairs. Automated "Bugle Call" broadcast system shall be kept in operational status 365 days per year.

C-5.3.5.6. MacArthur Pavilion Support

The Service Provider shall inspect audio speakers and jacks at MacArthur Pavilion on the USAG, FSH parade field on a monthly basis. Repair or replace inoperable speakers and jacks.

C-5.3.5.7. AMEDDC&S Command Suite Support

The Service Provider shall perform monthly inspection and requested on-site technical support of AMEDDC&S Command Suite Visual Information equipment.

C-6. Publications and Forms

Publications and Forms that specifically apply to this PRD are listed below. The publications and forms have been coded as mandatory or advisory. The Service Provider is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other portions of this PRD. The Service Provider shall be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in this PRD.

All publications and forms listed in this Technical Exhibit will be provided by the Government at the start of the contract. The Service Provider shall maintain and update the files of all current and required publications listed in this section. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract.

TABLE 6-1: FEDERAL GOVERNMENT DOCUMENTS

DOCUMENT	PUBLICATION NAME	DATE
None Applicable	N/A	N/A

TABLE 6-2: DEPARTMENT OF DEFENSE DOCUMENTS

DOCUMENT	PUBLICATION NAME	DATE
DOD 4161.2M	DOD Manual for the Performance of Contract Property Administration	Dec 91 Mandatory
DODD 5040.5	Alteration of Official DOD Imagery	29 Aug 95 Mandatory
DODD 5200.28	Security Requirements for Automated Information Systems (AISS)	21 Mar 88 Mandatory
DODD 5400.7	DOD Freedom of Information Act (FOIA) Program	29 Sep 97 Mandatory
DODD 5500.7R	DOD Joint Ethics Regulation	25 Mar 96 Mandatory
DODI 1010.15	Smoke Free DOD Facilities	2 Jan 01 Mandatory
DODI 5200.40	DOD Information Technology Security Certification and Accreditation Process (DITSCAP)	30 Dec 97 Mandatory

TABLE 6-3: ARMY REGULATIONS

DOCUMENT	PUBLICATION NAME	DATE
AR 11-2	Internal Control Systems	01 Aug 94 Mandatory
AR 11-27	Army Energy Program	3 Feb 97 Mandatory
AR 25-1, Chapters 7-9	Army Information Management	15 Feb 00 Mandatory
AR 25-11	Record Communications and the Privacy Communications System	4 Sep 90 Mandatory
AR 25-50	Preparing and Managing Correspondence	5 Mar 01 Mandatory
AR 25-400-2	Modern Army Records Keeping System	1 Oct 00 Mandatory
AR 190-13	The Army Physical Security Program	30 Sep 93 Mandatory
AR 190-22	Searches, Seizures, and Disposition of Property	1 Jan 83 Mandatory
AR 380-5	Department of the Army Information Security Program	29 Sep 00 Mandatory
AR 380-67	The Depart of the Army Personnel Security Program	9 Sep 88 Mandatory
AR 385-10	Army Safety Program	29 Feb 00 Mandatory
AR 385-40	Accident Reporting and Records	1 Nov 94 Mandatory
AR 385-55	Prevention of Motor Vehicle Accidents	12 Mar 87 Mandatory

DOCUMENT	PUBLICATION NAME	DATE
AR 420-90	Fire and Emergency Services	9 Oct 97 Mandatory
AR 640-30	Photographs for Military Personnel Files	1 Oct 91 Mandatory
AR 670-1	Wear and Appearance of Army Uniforms and Insignia	1 Sep 92 Advisory
AR 750-1	Army Materiel Maintenance Policy And Retail Maintenance Operations	1 July 96 Mandatory
DA Memorandum	Procedures for Digital Photography for Official DA Photographs	Undated Mandatory

TABLE 6-4: DEPARTMENT OF THE ARMY PAMPHLETS (DA PAM)

DOCUMENT	PUBLICATION NAME	DATE
DA Pam 25-30	Consolidated Index of Army Publications and Blank Forms (Electronic Media Only)	01 Oct 99 Mandatory
DA Pam 25-91	Visual Information Procedures	30 Sep 91 Mandatory
DA Pam 710-2-1	Using Unit Supply System (Manual Procedures)	Dec 97 Mandatory
TSAMS-E Setup Guide	Training Support Automated Management System – Enhanced	Jun 98 Mandatory

TABLE 6-5: FT SAM HOUSTON REGULATIONS, PAMPHLETS, AND SUPPLEMENTS

DOCUMENT	PUBLICATION NAME	DATE
FSH Regulation 10-1	FSH Mission and Functions	Draft Advisory
FSH Regulation 25-1	Information Management	Draft Mandatory
FSH Regulation 420-1	USAG, FSH Utilities Conservation Program	Draft Mandatory
FSH Regulation 420-3	Water Use Reduction Program	1 Jul 98 Mandatory
FSH Regulation 420-5	Fire Prevention and Protection	Oct 92 Mandatory
FSH Regulation 755-2	Installation Property Utilization and Disposal Procedures	01 Oct 91 Mandatory
FSH Memo 1-2	Administrative Policies and Procedures	17 Feb 92 Mandatory
FSH Pam 25-31	Index of USAG, FSH Blank Forms	25 Sep 97 Mandatory
AMEDDC&S and FSH Regulation 25-2	Office Symbols	01 Jan 00 Mandatory

TABLE 6-6: COMMERCIAL AND OTHER STANDARDS

DOCUMENT	PUBLICATION NAME	DATE
NFPA Code 101	National Fire Protection Association National Fire Code 101	15 Apr 00 Mandatory

TABLE 6-7: FORMS

DOCUMENT	PUBLICATION NAME	DATE
DD Form 1348-1	DOD Single Line Item Release/Receipt	Jul 91
DD Form 1662	DOD Property in the Custody of Contractors	Apr 00
DD Form 2537	Visual Information Caption Sheet	Feb 94
DA Form 17	Requisition For Publications and Blank Forms	Oct 79

DOCUMENT	PUBLICATION NAME	DATE
DA Form 285	U.S. Army Accident Report	Jan 92
DA Form 1687	Notice of Delegation of Authority, Receipt for Supplies	Jan 82
DA Form 2062	Hand Receipt/Annex Number (temporary hand receipt)	Jan 82
DA Form 2064	Document Register for Supply Action	Jan 82
DA Form 2407	Maintenance Request/Condition Coding	Jun 94
DA Form 3161	Request for Issue or Turn-In	Dec 00
DA Form 3903	Visual Information Work Order	Jun 99
DA Form 4697	Department of the Army Report of Survey	Sep 81
DA Form 5695	Information Management Requirement/Project Document	Jun 99
AMEDDC&S and FSH Form 4287-E-R	Files List	Dec 98

SECTION E Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE:

52.246-4	Inspection Of Services--Fixed Price
252.246-7000	Material Inspection And Receiving Report

AUG 1996
DEC 1991

SECTION F Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE:

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

SECTION G Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

CONTRACT ADMINISTRATION

All matters pertaining to Government administration of this contract should be directed to:

MEDCOM Contracting Center
ATTN: MCAA-C-A76
2107 17th Street, Bldg 4197, Ste 15
Fort Sam Houston, TX 78234-5015

Telephone Number: (210) 221-4220/4122

Telecopier Number: (210) 221-5402/4430

CONTRACT MANAGEMENT

Notwithstanding the Service provider's responsibility for total management during the performance of the contract, the administration of the contract will require maximum coordination between the Government and the Service provider. Government points of contact during the performance period will be as follows:

a. Contract Administration. All contract administration will be performed by the MEDCOM Contracting Center, Building 4197, A-76 Branch, 2107 17th Street, Fort Sam Houston, TX 78234-5015, telephone number (210) 221-4220. Communications pertaining to contractual administrative matters shall be addressed as above. No changes in or deviation from the scope of work shall be effected without a written modification to the contract executed by the Contracting Officer.

b. Appointment of Contracting Officer's *Representative* (if applicable).

(1) A representative from the using activity (and/or a designated *alternate*) may be appointed in writing by the contracting Officer as a Contracting Officer's Representative (COR) for purposes of inspection and acceptance to ensure compliance with the technical phases of the work, but will not be authorized to change any of the terms and conditions of the contract.

(2) The COR will act in a liaison capacity to coordinate activities between the Service provider and the Government as required in the performance of work under contract.

c. Appointment of Property Administrator (if applicable). A Property Administrator (PA) may be designated, in writing, for the specific purpose of administering control of Government -furnished property.

REPORTING REQUIREMENTS

In order for the Department of the Army to comply with Title 10 U.S.C. Section 2461 and Section 343 of the FY2000 Department of Defense Authorization Act and ongoing requirements of Public Law 106-65, contractors performing work under this contract <or> any contract resulting from this solicitation must report direct labor hours and estimated cost associated with the reporting period. Data as referenced herein should be submitted by the contractor concurrent with request for payment (e.g. invoice, contract voucher, request for progress payments) and must cover the same time period as the requested payment. To facilitate collection of the data and to minimize the time invested by the contractor in compliance, the Office of the Deputy Assistant Secretary of the Army (Manpower & Reserve Affairs) has established a website at <http://contractormanpower.us.army.mil>. In addition to step-by-step reporting instructions, the website contains information on the purpose of collection and the intended use for the data as well as links to a full text copy of Public Law 106-65 which established the requirement.

The Deputy Assistant Secretary of the Army (Manpower & Reserve Affairs) will oversee the aggregation of the data and insure exclusion of contract number and company name from any derivative use or report. Data provided will be protected as "company proprietary" and will not be released to other government agencies or subject to release under the Freedom of Information Act without the express permission of the submitting contractor.

Compliance with this requirement is an integral part of the performance of this contract <or >any contract resulting from this solicitation. Compliance with this requirement will be utilized as an element in the Past Performance Information Management System (PPIMS).

INVOICING AND PAYMENT

- (a) The contractor shall submit monthly-itemized invoices in accordance with the clause FAR 52.232-25, Prompt Payment (see Section I) for services rendered under this contract.
- (b) Invoices shall be submitted not later than 5 calendar days after the last day of each month, as follows:
 - (1) One marked "Original Invoice" and four marked "Invoice Copy" to the address in Block 12 of the contract award document.
 - (2) One copy to MEDCOM Contracting Center at the address in Block 6 of the contract award document.
 - (3) One copy to the Contracting Officer's Representative (COR)
- (c) Payment will be monthly in arrears for services rendered and accepted in accordance with the Payments clause, FAR 52.232-1 (see Section I).

ADDRESS FOR PAYMENT PURPOSES

Offerors shall indicate below the address to which payment should be mailed, if such address is different from that shown for the offeror on Standard Form 33.

 CITY _____ STATE _____ ZIP CODE _____

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

252.242-7000 POSTAWARD CONFERENCE (DEC 1991)

The Contractor agrees to attend any postaward conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation subpart 42.5.

(End of clause)

SECTION H Special Contract Requirements

HOLIDAYS

The following is a list of legal federal holidays as referred to elsewhere in the contract:

New Year's Day, January 1st
Martin Luther King's Birthday, 3rd Monday in January
Washington's Birthday, 3rd Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4th
Labor Day, 1st Monday in September
Columbus Day, 2nd Monday in October
Veteran's Day, November 11th
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25th

NOTE: Any of the above holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday.

VEHICLE OPERATION, REGISTRATION AND INSURANCE

a. The Contractor will ensure that all employees comply with the local installation requirements for vehicle registration. Any vehicle operated by the contractor in performance of this contract must have the following liability coverage:

Bodily Injury - \$200,000 per person, \$500,000 per accident;
Property Damage - \$20,000 per occurrence or the minimum coverage required by the state where services are rendered.

b. All vehicles operating at the installation are subject to the installation traffic code, copies of which are available in the Office of the Installation Provost Marshal.

OTHER INSURANCE REQUIREMENTS

a. Following are the kinds and minimum amounts of insurance required by the Section I FAR Clause 52.228-5, "Insurance - Work on a Government Installation".

1. WORKMEN'S COMPENSATION: As required by law of the state in which the contract is performed. In the absence of such state laws, an amount of \$100,000 shall be required and maintained.

2. EMPLOYER'S LIABILITY: \$100,000.

3. COMPREHENSIVE GENERAL LIABILITY: \$500,000 each occurrence.

b. If this coverage is not applicable, a request for a waiver to this contract requirement must be submitted to the contracting officer prior to the commencement of services. This request must be supported by clear and convincing evidence that the exemption is justified.

LIABILITY FOR LOSS OR DAMAGE TO CERTAIN FACILITIES AND EQUIPMENT

a. The risk of loss or damage for those items of "Government Furnished Equipment" listed in Section C-3 and Technical Exhibit 8 shall be governed by FAR clause 52.245-2, Government Property (Fixed Price Contracts) (see Section I).

b. Risk of loss or damage for all other Government property, not provided as Government Furnished Facilities or Government Furnished Equipment shall be governed by FAR clause 52.237-2, Protection of Government Buildings, Equipment and Vegetation (see Section I).

GOVERNMENT LIABILITY

The Government shall not be liable for any loss or damage to the Service Provider's property, or for expense incidental to such loss or damage unless it is proven that the loss was due to negligence of Government employees acting within the scope of their employment.

GOVERNMENT PUBLICATIONS

a. All tasks set forth in the Performance Requirements Documents (PRD) are the responsibility of the Service Provider except where wording of the PRD explicitly makes the performance a Government responsibility. It is recognized that in conjunction with many tasks set forth therein reference is made to Department of Defense, Army, and other directives, regulations, manuals, pamphlets, technical orders, instructions, and the like. It is also recognized that because such referenced documents have been written with a view towards performance by Government personnel they may contain language which indicates performance is to be by Government personnel. Whenever such directives, regulations, manuals, pamphlets, technical orders, instructions, and the like are referenced, the Service Provider is to use such references as direction (coded mandatory) or guidance (coded advisory) as appropriate in accordance with the PRD in the performance of the required duties set forth therein and in other sections of the PRD as if such references had been written with a view toward performance by Service Provider personnel.

b. The Service Provider shall be bound to perform the PRD by accomplishing the tasks set forth therein and in the cited references in the manner set forth therein and to the extent required by Section C of the PRD provided that:

(1) Should there be a conflict between the PRD and reference set forth therein, the PRD shall control.

(2) Should there be a conflict between or among two or more such references, those coded mandatory by the PRD shall control over those coded advisory; between or among those similarly coded, those issued by a higher authority shall control over those issued by a lower authority; and between or among those issued at the same level of authority, those with a later date of issue shall control over those with earlier dates of issue.

(3) Any duty set forth in any such reference that shall call for the exercise of nondelegable discretionary Governmental authority shall be subject to the final approval of the Government official having such authority, notwithstanding that the Service Provider may be required thereby to perform duties and render advice at a level below such final approval.

NOTICE OF WAGE DETERMINATION

U.S. Department of Labor Wage Determination No. 1994-2522, Rev 19 dated 08/02/2001 is applicable to this acquisition and is included as Technical Exhibit 11.

COLLECTIVE BARGAINING AGREEMENT

The Service Provider agrees to provide the Contracting Officer, upon request, a copy of any collective bargaining agreement applicable to employees performing under this contract. In addition, the Contractor shall notify the Contracting Officer 30 calendars prior to the commencement of any collective bargaining agreement negotiations.

WAGE PASS THROUGH ADJUSTMENT COSTS

a. This contract is subject to the requirements of the Service Contract Act as amended, and attention is invited to the obligations of the Service Provider under Section 4(c) of the amended Service Contract Act. Any questions regarding the extent to these obligations should be addressed to the Department of Labor.

b. All wages pass through costs will be processed utilizing the hour's reimbursable method in accordance with FAR 52.222-43, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Option Contracts). FAR 52.222-43 prohibits fee on wage pass through adjustments. Therefore, beginning with the first option period, if there is a wage adjustment, the contracting officer will increase the estimated cost for that period by modification to the contract. Labor categories shown on the billing shall be covered by the Service Contract Act (Department of Labor Wage Determination) or a conformable wage agreement in writing in the basic contract. Salaries of project manager, non-working supervisors, and other salaried employees are excluded.

RIGHTS OF THE GOVERNMENT TO PERFORM FUNCTIONS WITH ITS OWN PERSONNEL

The Government reserves the right to perform or supplement performance of contract functions with Government personnel during periods of disaster, war emergencies, police actions, or acts of God.

PHASE-OUT SERVICES

Prior to contract completion, termination, or suspension, the service provider shall furnish sufficient orientation, training and equipment/system familiarization information required by any follow-on service provider responsible for subsequent maintenance of any functions and facilities within the scope of this contract. The service provider shall cooperate fully with the follow-on service provider to assure that system continuity is maintained. All official files, manuals, charts, records, drawings, and other official documentation are the property of the government and shall remain on location for use by the government or follow-on service provider at the time of contract termination or during any period of suspension of this contract.

MODIFICATION OF GOVERNMENT PROPERTY

Any modifications or retrofit to Government owned property not required under the specifications, but which are necessary to bring the property up to Government standards shall be brought to the attention of the Contracting Officer or the COR upon discovery of such deficiencies. The Service Provider shall include a description of the deficiencies and recommend whether correction is required or not, including appropriate rationale.

DISSEMINATION OF INFORMATION

There shall be no dissemination or publication, except in and between the Service Provider and any subcontractors, of information (including photographs and films, public announcements or denial or confirmation of same) contained in reports to be furnished pursuant to this contract without prior written approval of the Contracting Officer and the Public Affairs Office, Fort Sam Houston, Texas.

AUTHORITY

The Service Provider shall not in any way represent that he is a part of the United States Government or that he has the authority to contract or procure supplies on the credit of the United States of America.

ADVERTISING ON SERVICE PROVIDER VEHICLES

Advertising displayed on Service Provider vehicles is permitted provided that the advertising conforms to good taste and public morality and is worded as not to imply Army or United States Government approval or sanction of the advertised service and which is not embarrassing or detrimental to the military.

LABOR STATISTICS

The Service Provider shall report and shall, by agreement, require his subcontractors to report, at such times, in such manner, and covering such matters as the Contracting Officer may direct, such labor statistics, applicable only to the work performed under this contract at the site of the work, as may be required for transmittal to the Department of Labor.

GOVERNMENT-SERVICE PROVIDER RELATIONSHIPS

a. The Government and the Service Provider understand and agree that the services to be delivered under this contract by the Service Provider to the Government are non-personal services and parties recognize and agree that no employer-employee or master-servant relationships exist or will exist under the contract between the Government and the Service Provider and/or between the Government and the Service Provider's employees. It is, therefore, In the best interest of the Government to afford both parties a full and complete understanding of their respective obligations.

b. Service Provider personnel under this contract shall not:

(1) Be placed in a position where they are employed by a Federal Officer or are under the supervision, direction, or evaluation of a Federal Officer, military or civilian.

(2) Be placed in a position of command, supervision, administration or control over DA military or civilian personnel, or personnel of other contractors, or become a part of the Government organization.

(3) Be used in administration or supervision of military contracting activities.

c. Employee Relationship:

(1) The services to be performed under this contract do not require the Service Provider or his employees to exercise personal judgment and discretion on behalf of the Government, but rather, the service provider's employees will act and exercise personal judgment and discretion on behalf of the Service Provider.

(2) Rules, regulations, directives and requirements which are issued by DA Military Command Authorities under their responsibility for good order, administration, and security are applicable to all personnel who enter the installation, or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control which is inconsistent with a non-personal services contract.

d. Inapplicability of Employee Benefits: This contract does not create an employer- employee relationship between the Army and the Service Provider. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(1) Payments under this contract to the Service Provider are not subject to Federal income tax withholding.

(2) Payments under this contract to the Service Provider are not subject to Federal Insurance Contributions Act.

(3) The Service Provider is not entitled to unemployment compensation benefits under the Social Security Act, as amended, by virtue of performance under this contract.

(4) The Service Provider is not entitled to any workmen's compensation benefits by virtue of this contract.

(5) The entire consideration and benefits to the Service Provider for performance of this contract are contained in the provision for payment under this contract.

SMOKING POLICIES

The contractor shall ensure that all employees comply with the U.S. Army smoking policies while performing services under this contract. Smoking restrictions shall apply at all buildings where services are performed under this contract.

CLAUSES AND PROVISIONS

Sections K, L, and M will not be included as part of any resulting contract, but Section K will be deemed to be incorporated by reference in that contract award.

MOBILIZATION AND OTHER CONTINGENCY PLANNING

(a) The attention of the Contractor is invited to the clause in Section I entitled "Changes". The clause permits the Contracting Officer to make changes within the general scope of the contract to include the definition of services, and place and time of performance.

(b) Among the circumstances in which the provisions of this clause may be invoked is a general or limited mobilization of reserve forces or an emergency which impacts upon contract performance. In the event of either eventuality, the Contractor will be expected to promptly take whatever measures are needed to meet any new demands placed upon it. Such demands should require increased in Contractor furnished property, as well as extended work hours and expansion of the contract work force.

(c) To ensure that Government operations which depend upon the services provided hereunder can proceed with no or only minimal disruption, the Contractor shall, during the life of this contract, anticipate the possibility of a mobilization or similar emergency and the steps it will need to take to rapidly expand its contract capabilities to meet the emergency.

ORGANIZATIONAL CONFLICTS OF INTEREST

(a) In performance of this contract, the Service Provider may perform tasks of a nature where conflicts of interest might arise under the principles of Federal Acquisition Regulation (FAR), Subpart 9.5, Organization and Consultant Conflicts of Interest. In order to prevent the existence of conflicting roles that might bias a Service Provider's judgement or create an unfair competitive advantage, the prohibition in paragraph (b) shall apply.

(b) Except with the prior written consent of the Contracting Officer, the Service Provider (including any subsidiary, affiliate, or successor entity) shall not compete (as a prime service provider, subcontractor, main supplier, or consultant) during the period of this contract, including any extension thereof, and for one year thereafter, for the award of any contract for construction, supplies or services which was generated under this contract. This prohibition does not prohibit the service provider from competing on the follow-on to this contract.

ENVIRONMENTAL ISSUES

a. The Government acknowledges that the Contractor has neither created, generated, nor contributed to the creation, generation or existence of any hazardous or toxic material, or any other type of environmental hazard, contamination, or pollution, whether latent or patent, or to the release thereof or the violation of any law or regulation relating thereto, at a project site prior to the date on which the performance of the services is commenced.

b. Fines for Environmental / Safety / Occupational Health Violations: The contractor shall reimburse the Government for the cost of any environmental restoration undertaken by the Government to clean up releases caused by activities of the contractor or any of its subcontractors. Further, the contractor shall reimburse the Government for any civil or criminal fines or penalties levied against the Government for any environmental / safety / occupational health infraction caused by activities of the contractor or any of its subcontractors. The contractor is responsible for paying any fines levied against it by a regulatory agency (EPA, OSHA or NRC, etc.) that are a result of contract operations.

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.202-1	Definitions	MAY 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 1997
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-5	Facsimile Proposals	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data--Modifications	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	AUG 1996
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	SEP 2000
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	FEB 1999
52.222-35	Affirmative Action For Disabled Veterans And Veterans of the Vietnam Era	APR 1998
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Disabled Veterans And Veterans Of The Vietnam Era	JAN 1999
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-3	Hazardous Material Identification And Material Safety Data	JAN 1997
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.223-6	Drug Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-11	Ozone-Depleting Substances	MAY 2001
52.223-14	Toxic Chemical Release Reporting	OCT 2000
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-5	Trade Agreements	APR 2000
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.226-1	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	JAN 1991

52.229-5	Taxes--Contracts Performed In U S Possessions Or Puerto Rico	APR 1984
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	MAY 1997
52.232-17	Interest	JUN 1996
52.232-25	Prompt Payment	MAY 2001
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-1 Alt I	Disputes (Dec 1998) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-2	Subcontracts	AUG 1998
52.244-6	Subcontracts for Commercial Items and Commercial Components	MAY 2001
52.245-2	Government Property (Fixed Price Contracts)	DEC 1989
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	MAR 2000
252.204-7005	Oral Attestation of Security Responsibilities	AUG 1999
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	MAR 1998
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.215-7000	Pricing Adjustments	DEC 1991
252.223-7001	Hazard Warning Labels	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7012	Preference For Certain Domestic Commodities	AUG 2000
252.225-7031	Secondary Arab Boycott Of Israel	JUN 1992
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises-DoD Contracts	SEP 2001
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.245-7001	Reports Of Government Property	MAY 1994

CLAUSES INCORPORATED BY FULL TEXT

52.207-3 RIGHT OF FIRST REFUSAL OF EMPLOYMENT (NOV 1991)

(a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.

(b) Within 10 days after contract award, the Contracting Officer will provide to the Contractor a list of all Government employees who have been or will be adversely affected or separated as a result of award of this contract.

(c) The Contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

52.215-8 ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)

Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order:

(a) The Schedule (excluding the specifications).

(b) Representations and other instructions.

(c) Contract clauses.

(d) Other documents, exhibits, and attachments.

(e) The specifications.

52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 calendar days prior to the end of the contract period.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 calendar days prior to the end of the contract period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)

(a) Definition.

"Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

Accounting Clerk IV	\$13.59	-\$3.61
General Clerk IV	\$14.15	-\$3.65
Photographer II	\$14.31	-\$3.66
Illustrator II	\$15.49	-\$3.75
Illustrator III	\$17.63	-\$3.92
Audiovisual Librarian	\$16.06	-\$3.80
Electronics Technician, Maintenance II	\$21.07	-\$4.26
Electronics Technician, Maintenance III	\$22.11	-\$4.34

(End of clause)

52.232-11 EXTRAS (APR 1984)

Except as otherwise provided in this contract, no payment for extras shall be made unless such extras and the price therefore have been authorized in writing by the Contracting Officer.

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

52.232-23 ASSIGNMENT OF CLAIMS (JAN 1986)

(a) The Contractor, under the Assignment of Claims Act, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 (hereafter referred to as "the Act"), may assign its rights to be paid amounts due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency. The assignee under such an assignment may thereafter further assign or reassign its right under the original assignment to any type of financing institution described in the preceding sentence.

(b) Any assignment or reassignment authorized under the Act and this clause shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party, except that an assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in the financing of this contract.

(c) The Contractor shall not furnish or disclose to any assignee under this contract any classified document (including this contract) or information related to work under this contract until the Contracting Officer authorizes such action in writing.

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting

Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct onsite interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

52.243-7 NOTIFICATION OF CHANGES (APR 1984)

(a) Definitions. "Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer. "Specifically authorized representative (SAR)," as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this subparagraph and shall be issued to the designated representative before the SAR exercises such authority.

(b) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing, within 2 calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state--

- (1) The date, nature, and circumstances of the conduct regarded as a change;
- (2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;
- (3) The identification of any documents and the substance of any oral communication involved in such conduct;
- (4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;
- (5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including--
 - (i) What contract line items have been or may be affected by the alleged change;
 - (ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;
 - (iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;
 - (iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and
- (6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as

described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall countermand any action which exceeds the authority of the SAR.

(d) Government response. The Contracting Officer shall promptly, within 5 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;

(2) Countermand any communication regarded as a change;

(3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or

(4) In the event the Contractor's notice information is inadequate to make a decision under (1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e) Equitable adjustments.

(1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above.

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR/DFAR	http://farsite.hill.af.mil
FAR	http://www.arnet.gov/far
FAR/DFAR	http://www.deskbook.osd.mil

252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (MAR 2000) ALTERNATE I

(a) Definitions. As used in this clause—

- (1) "Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.
- (2) "Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.
- (3) "Foreign flag vessel" means any vessel that is not a U.S.-flag vessel.
- (4) "Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.
- (5) "Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.
- (6) "Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.
 - (i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.
 - (ii) "Supplies" includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type, and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.
- (7) "U.S.-flag vessel" means a vessel of the United States or belonging to the United States, including any vessel registered or having national status under the laws of the United States.
 - (b)(1) The Contractor shall use U.S.-flag vessels when transporting any supplies by sea under this contract.
 - (2) A subcontractor transporting supplies by sea under this contract shall use U.S.-flag vessels if--
 - (i) This contract is a construction contract; or
 - (ii) The supplies being transported are--
 - (A) Noncommercial items; or
 - (B) Commercial items that--
 - (1) The Contractor is reselling or distributing to the Government without adding value (generally, the Contractor does not add value to items that it contracts for f.o.b. destination shipment);
 - (2) Are shipped in direct support of U.S. military contingency operations, exercises, or forces deployed in humanitarian or peacekeeping operations; or
 - (3) Are commissary or exchange cargoes transported outside of the Defense Transportation System in accordance with 10 U.S.C. 2643.
 - (c) The Contractor and its subcontractors may request that the Contracting Officer authorize shipment in foreign-flag vessels, or designate available U.S.-flag vessels, if the Contractor or a subcontractor believes that—
 - (1) U.S.-flag vessels are not available for timely shipment;
 - (2) The freight charges are inordinately excessive or unreasonable; or
 - (3) Freight charges are higher than charges to private persons for transportation of like goods.

(d) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum—

- (1) Type, weight, and cube of cargo;
- (2) Required shipping date;
- (3) Special handling and discharge requirements;
- (4) Loading and discharge points;
- (5) Name of shipper and consignee;
- (6) Prime contract number; and

(7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile message or letters will be sufficient for this purpose.

(e) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Division of National Cargo, Office of Market Development, Maritime Administration, U.S. Department of Transportation, Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information—

- (1) Prime contract number;
- (2) Name of vessel;
- (3) Vessel flag of registry;
- (4) Date of loading;
- (5) Port of loading;
- (6) Port of final discharge;
- (7) Description of commodity;
- (8) Gross weight in pounds and cubic feet if available;
- (9) Total ocean freight in U.S. dollars; and
- (10) Name of steamship company.

(f) The Contractor agrees to provide with its final invoice under this contract a representation that to the best of its knowledge and belief—

- (1) No ocean transportation was used in the performance of this contract;
- (2) Ocean transportation was used and only U.S.-flag vessels were used for all ocean shipments under the contract;
- (3) Ocean transportation was used, and the Contractor had the written consent of the Contracting Officer for all non-U.S.-flag ocean transportation; or

(4) Ocean transportation was used and some or all of the shipments were made on non-U.S.-flag vessels without the written consent of the Contracting Officer. The Contractor shall describe these shipments in the following format:

	ITEM DESCRIPTION	CONTRACT LINE ITEMS	QUANTITY
TOTAL			

(g) If the final invoice does not include the required representation, the Government will reject and return it to the Contractor as an improper invoice for the purposes of the Prompt Payment clause of this contract. In the event there has been unauthorized use of non-U.S.-flag vessels in the performance of this contract, the Contracting Officer is entitled to equitably adjust the contract, based on the unauthorized use.

(h) The Contractor shall include this clause, including this paragraph (h), in all subcontractors under this contract that--

(1) Exceed the simplified acquisition threshold in Part 2 of the Federal Acquisition Regulation; and

(2) Are for a type of supplies described in paragraph (b)(3) of this clause.

(End of clause)

252.247-7024 NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA (MAR 2000)

(a) The Contractor has indicated by the response to the solicitation provision, Representation of Extent of Transportation by Sea, that it did not anticipate transporting by sea any supplies. If, however, after the award of this contract, the Contractor learns that supplies, as defined in the Transportation of Supplies by Sea clause of this contract, will be transported by sea, the Contractor --

(1) Shall notify the Contracting Officer of that fact; and

(2) Hereby agrees to comply with all the terms and conditions of the Transportation of Supplies by Sea clause of this contract.

(b) The Contractor shall include this clause; including this paragraph (b), revised as necessary to reflect the relationship of the contracting parties--

(1) In all subcontracts under this contract, if this contract is a construction contract; or

(2) If this contract is not a construction contract, in all subcontracts under this contract that are for--

(i) Noncommercial items; or

(ii) Commercial items that--

(A) The Contractor is reselling or distributing to the Government without adding value (generally, the Contractor does not add value to items that it subcontracts for f.o.b. destination shipment);

(B) Are shipped in direct support of U.S. military contingency operations, exercises, or forces deployed in humanitarian or peacekeeping operations; or

(C) Are commissary or exchange cargoes transported outside of the Defense Transportation System in accordance with 10 U.S.C. 2643.

(End of clause)

SECTION J
LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Technical Exhibit	Title	Pages
1	Section 508 Compliance	1
2	Service Performance Summary (Program Management)	4
3	Government-Furnished Contracts	1
4	Required Reports	19
5	Annual Workload and Associated Factors	4
6	Visual Information Support Agreements	1
7	Area Maps and Facilities Layouts	1
8	Government-Furnished Property Listings	15
9	Supply Quality and Brand Specifications	1
10	Complexity Factors for Graphics Products	4
11	Wage Determination #1994-2522, Rev #19	9
Attachment	Title	Pages
A	Past Performance Questionnaire	7

SECTION K Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY FULL TEXT

POINTS OF CONTACT FOR CONTRACT

Offerors shall provide information below regarding points of contact (POCs) for administration of the contract during offeror's normal business hours and after normal business hours. The POC for other than normal business hours will be contacted only in the event of emergencies. Accordingly, the named individual(s) should possess sufficient corporate authority to effectively deal with emergency situations and the telephone number provided should be functioning at all times other than normal business hours. If there are different POCs for different conditions, such as week days, weekends, holidays, etc., please furnish all and explain:

(a) Offeror's normal business hours/days: _____

(b) POC's during normal business hours:

 (name) (telephone)

(c) POC(s) for other than normal business hours:

 (name) (telephone) (day/time)

CONTRACT EXECUTION

(a) When responding to this solicitation as an individually owned company, the signature on the face of this solicitation shall be followed by the individual's typed, stamped, or printed name and the words, "an individual doing business as _____".
 (insert name of firm)

(b) When the solicitation is signed as a partnership, it shall be signed in the partnership name; the following certification shall be completed:

"I certify that _____, who signed the contract, is empowered to sign on behalf of the partnership by authority of and for the owner, partners or governing body of such unincorporated firm or corporation. The members of the partnership are as follows:

 _____"

 (Signature and title of individual other than individual signing the contract.)

(c) When the solicitation is signed as a corporation, it shall be signed in the corporate name: the following certification shall be completed by an officer of the company **other than the individual signing the contract**, unless the corporation consists of only one individual in accordance with applicable State Law.

"I, _____, certify that I am the _____ of the Corporation named as Contractor and that _____ who signed this contract on behalf of the corporation was _____ of said Corporation; that this contract was duly signed for and on behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers.

IN WITNESS WHEREOF, I have affixed, by hand, the seal of said Corporation this _____ day of _____ 20____."

(Signature and title of certifying official)

AUTHORIZED NEGOTIATORS

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposal or quotation:

Name	Title	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

(list names, titles, and telephone numbers of the authorized negotiators).

52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this Certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989,--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other-----

(f) Common parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

___ Name and TIN of common parent:

Name-----

TIN-----

(End of provision)

52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (APR 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(D) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAR 2001)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **541430**

(2) The small business size standard is **\$5,000,000**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) ☐ It has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) ☐ It has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that

(a) ☐ it has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

52.222-38 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (DEC 2001)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

(End of provision)

52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

☐ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313.(b)(1)(A) of EPCRA 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

[] (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

252.209-7001 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY (MAR 1998)

(a) "Definitions."

As used in this provision --

(a) "Government of a terrorist country" includes the state and the government of a terrorist country, as well as any political subdivision, agency, or instrumentality thereof.

(2) "Terrorist country" means a country determined by the Secretary of State, under section 6(j)(1)(A) of the Export Administration Act of 1979 (50 U.S.C. App. 2405(j)(i)(A)), to be a country the government of which has repeatedly provided support for such acts of international terrorism. As of the date of this provision, terrorist countries include: Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

(3) "Significant interest" means --

(i) Ownership of or beneficial interest in 5 percent or more of the firm's or subsidiary's securities. Beneficial interest includes holding 5 percent or more of any class of the firm's securities in "nominee shares," "street names," or some other method of holding securities that does not disclose the beneficial owner;

(ii) Holding a management position in the firm, such as a director or officer;

(iii) Ability to control or influence the election, appointment, or tenure of directors or officers in the firm;

(iv) Ownership of 10 percent or more of the assets of a firm such as equipment, buildings, real estate, or other tangible assets of the firm; or

(v) Holding 50 percent or more of the indebtedness of a firm.

(b) "Prohibition on award."

In accordance with 10 U.S.C. 2327, no contract may be awarded to a firm or a subsidiary of a firm if the government of a terrorist country has a significant interest in the firm or subsidiary or, in the case of a subsidiary, the firm that owns the subsidiary, unless a waiver is granted by the Secretary of Defense.

(c) "Disclosure."

If the government of a terrorist country has a significant interest in the Offeror or a subsidiary of the Offeror, the Offeror shall disclose such interest in an attachment to its offer. If the Offeror is a subsidiary, it shall also disclose any significant interest the government of a terrorist country has in any firm that owns or controls the subsidiary. The disclosure shall include --

(1) Identification of each government holding a significant interest; and

(2) A description of the significant interest held by each government.

(End of provision)

252.209-7002 DISCLOSURE OF OWNERSHIP OR CONTROL BY A FOREIGN GOVERNMENT (SEP 1994)

(a) Definitions. As used in this provision--

(1) "Entity controlled by a foreign government" means--

(i) Any domestic or foreign organization or corporation that is effectively owned or controlled by a foreign government; or

(ii) Any individual acting on behalf of a foreign government.

(2) "Effectively owned or controlled" means that a foreign government or any entity controlled by a foreign government has the power, either directly or indirectly, whether exercised or exercisable, to control or influence the election or appointment of the Offeror's officers, directors, partners, regents, trustees, or a majority of the Offeror's board of directors by means, e.g., ownership, contract, or operation of law.

(3) "Foreign government" means any governing body organized and existing under the laws of any country other than the United States and its possessions and trust territories and any agent or instrumentality of that government.

(4) "Proscribed information" means--

(i) Top Secret information;

(ii) Communications Security (COMSEC) information, except classified keys used to operate secure telephone units (STU IIIs);

(iii) Restricted Data as defined in the U.S. Atomic Energy Act of 1954, as amended;

(iv) Special Access Program (SAP) information; or

(v) Sensitive Compartmental Information (SCI).

(b) Prohibition on award. No contract under a national security program may be awarded to a company owned by an entity controlled by a foreign government if that company requires access to proscribed information to perform the contract, unless the Secretary of Defense or designee has waived application of 10 U.S.C.2536(a).

(c) Disclosure.

The Offeror shall disclose any interest a foreign government has in the Offeror when that interest constitutes control by a foreign government as defined in this provision. If the Offeror is a subsidiary, it shall also disclose any reportable interest a foreign government has in any entity that owns or controls the subsidiary, including reportable interest concerning the Offeror's immediate parent, intermediate parents, and the ultimate parent. Use separate paper as needed, and provide the information in the following format:

Offeror's Point of Contact for Questions about Disclosure

(Name and Phone Number with Country Code, City Code and Area Code, as applicable)

Name and Address of Offeror

Name and Address of Entity

Description of Interest, Controlled by a Foreign
Ownership Percentage, and

Government Identification of Foreign Government

(End of provision)

252.209-7003 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (MAR 1998)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 37 U.S.C. 4212(d) (i.e., the VETS-100 report required by Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has submitted the most recent report required by 38 U.S.C. 4212(d).

252.247-7022 REPRESENTATION OF EXTENT OF TRANSPORTATION BY SEA (AUG 1992)

(a) The Offeror shall indicate by checking the appropriate blank in paragraph (b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term supplies is defined in the Transportation of Supplies by Sea clause of this solicitation.

(b) Representation. The Offeror represents that it:

____ (1) Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

____ (2) Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(c) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense FAR Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.

(End of provision)

SECTION L Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY FULL TEXT

GOVERNMENT'S MINIMUM ACCEPTANCE PERIOD

The minimum acceptable period for acceptance of offers is 120 calendar days after the date specified for receipt of offers. Offers providing less than 120 calendar days for government acceptance after the date offers are due will not be considered and will be rejected.

SPECIAL DELIVERY MAIL

Offerors are cautioned that there is no special United States Postal Services (USPS) mail delivery directly to Building 4197, such as USPS Express Mail, etc. All USPS mail is delivered to a different location at Fort Sam Houston, and then distributed to Building 4197. Offers should be sent in sufficient time to ensure arrival at Building 4197 by the specified date and time. Offerors should consider the additional time for the mail distribution process to ensure timely delivery.

TELEGRAPHIC AND FACSIMILE OFFERS

Neither telegraphic nor facsimile offers will be accepted.

SITE INSPECTION/PREPROPOSAL CONFERENCE

Prospective Bidders/Offerors who wish to view the site may do so at 8:00 AM Central Time on **April 4, 2002**. The tour will begin at the A-76 Operations Center, 1204 Stanley Road, Bldg 197, Fort Sam Houston, Texas 78234. There will be a Preproposal Conference immediately following the site inspection. Potential offerors shall notify Ms. Shirley Tolbert at E-Mail: Shirley.Tolbert@cen.amedd.army.mil or Mr. Gary Hankins at E-Mail: Gary.Hankins@cen.amedd.army.mil no later than **March 29, 2002** with a list of their attendees desiring to participate in the Site Inspection and Preproposal Conference. The sites for the structured visit will be accessible ONLY at this specified time.

No hard copies of the solicitation will be available at the conference. Attendees are encouraged to download, print a copy of the solicitation from the Fort Sam Houston website, and bring their copy with them to the conference. The solicitation is posted on the Fort Sam Houston website at <http://a76fsh.amedd.army.mil>.

All prospective offerors should submit their questions concerning the solicitation via the Fort Sam Houston website (above) or by sending an E-mail to one of the individuals identified above. These are the only individuals to whom questions should be addressed. Questions should be submitted in sufficient time, depending on the complexity, to the Contracting Officer to staff the questions and furnish answers at the conference. All questions and answers will be posted to the Fort Sam Houston website.

CERTIFICATION OF ELIGIBILITY FOR CONTRACT AWARD

Contractors have the responsibility to notify the Government in the event their firm has been debarred, suspended, or determined ineligible for being awarded government contracts. Failure to provide the certification requirement in Section K (the MEO is not required to complete or submit Section K) may cause the offer to be declared unacceptable and excluded from consideration for contract award.

UNACCEPTABLE INITIAL PROPOSALS

Offerors are hereby notified that initial proposal which are found to be unacceptable, and are not subject to being made acceptable without major revisions, may be rejected without affording the offeror an opportunity to satisfy the requirement of the Government.

TECHNICAL LIBRARY

A Technical Library will be established at Building 197, Room 113 (East Wing), 1204 Stanley Road, Fort Sam Houston, Texas 78234-5076. To arrange a visit, please contact the A-76 Operations Center at 210-295-1601. The library availability is Monday through Friday, 7:30 AM through 4:00 PM. The Technical Library index is posted on the Fort Sam Houston website at <http://a76fsh.amedd.army.mil>.

USE OF CONTRACTOR SUPPORT SERVICES

Prospective offerors are hereby notified that the Government may use a contractor in conjunction with Government personnel to comprise the Source Selection Evaluation Team. Should the need for contractor support services materialize, the name(s) of the contractor(s) will be furnished to all potential offerors during the solicitation phase.

Contractor personnel used to support the evaluation process will sign non-disclosure statements. While such personnel will be used in the evaluation of proposals, they will not be used to perform any duties related to the source selection decision. Submission of a proposal will be deemed to be the offeror's consent to Government use of contractor personnel to support the evaluation process.

INQUIRIES BY OFFERORS

All questions regarding this solicitation shall be E-Mailed to:
Shirley Tolbert, Contract Specialist
E-Mail: Shirley.Tolbert@cen.amedd.army.mil or
Gary Hankins, Contracting Officer
E-Mail: Gary.Hankins@cen.amedd.army.mil

All questions and answers regarding this solicitation shall be posted on the Fort Sam Houston website (<http://a76fsh.amedd.army.mil>)

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) Contractor identification is essential for complying with statutory contract reporting requirements. Therefore, the offeror is requested to enter, in the block with its name and address on the Standard Form 33 or similar document, the annotation "DUNS" followed by the DUNS number which identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.

(4) Line of business.

(5) Chief executive officer/key manager.

(6) Date the company was started.

(7) Number of people employed by the company.

(8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dnb.com

(End of provision)

52.207-2 NOTICE OF COST COMPARISON (NEGOTIATED) (FEB 1993)

(a) This solicitation is part of a Government cost comparison to determine whether accomplishing the specified work under contract or by Government performance is more economical. If Government performance is determined to be more economical, this solicitation will be canceled and no contract will be awarded.

(b) The Government's cost estimate for performance by the Government will be based on the work statement in this solicitation and will be submitted by designated agency personnel to the Contracting Officer in a sealed envelope not later than the time set for receipt of initial proposals.

(c) After completion of proposal evaluation, negotiation, and selection of the most advantageous proposal, the Contracting Officer, in the presence of the preparer of the cost estimate for Government performance, will open the sealed cost estimate envelope. These officials will make a cost comparison before public announcement. Depending on whether the cost-comparison result favors performance under contract or Government performance, the procedure in either subparagraph (1) or (2) following applies:

If the result of the cost comparison favors performance under contract and administrative approval is obtained, the Contracting Officer will award a contract and publicly reveal the completed cost-comparison form showing the cost estimate for Government performance, its detailed supporting data, and the Contractor's name. However, this award is conditioned on the offer remaining the more economical alternative after completion of a public review period of 24 working days beginning with the date this information is available to interested parties and

(ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) below). The Government assumes no liability for costs incurred during the periods specified in (i) and (ii). The Contracting Officer will then either notify the Contractor in writing that it may proceed with performance of the contract or will cancel the contract at no cost to the Government.

(2) If the result of the cost comparison favors Government performance, the Contracting Officer will publicly disclose this result, the completed cost-comparison form and its detailed supporting data, and the price of the offer most advantageous to the Government. After (i) completion of a public review 24 working days beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) below), the Contracting Officer will either cancel this solicitation or award a contract, as appropriate.

(d) During the public review period, directly affected parties may file with the Contracting Officer written requests, based on specific objections, for administrative review of the cost comparison result under the agency appeals procedures. The appeals procedure shall be used only to resolve questions concerning the calculation of the cost comparison and will not apply to questions concerning award to one offeror in preference to another. Agency determination under the appeals procedure shall be final.

(e) A cost estimate for Government performance is considered a proposal for purposes of this solicitation's Late Submission, Modifications, and Withdrawal of Proposals or Quotations provision, and a late modification that displaces an otherwise low cost estimate for Government performance shall not be considered.

(End of clause)

52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (MAR 2001)

(a) Definitions. As used in this provision--

“Discussions” are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

In writing, writing, or written means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

“Time”, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals. (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, or revision, of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications, or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--

(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award. (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) The Government may disclose the following information in postaward debriefings to other offerors:

(i) The overall evaluated cost or price and technical rating of the successful offeror;

(ii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;

(iii) A summary of the rationale for award; and

(iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(End of provision)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm, Fixed-Price contract resulting from this solicitation.

(End of clause)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

MEDCOM Contracting Center
ATTN: MCAA-C-A76, Bldg 4197
2107 17th Street, Ste 15
Fort Sam Houston, TX 78234-5015

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.237-1 SITE VISIT (APR 1984)

(a) Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

52.247-6 FINANCIAL STATEMENT (APR 1984)

The offeror shall, upon request, promptly furnish the Government with a current certified statement of the offeror's financial condition and such data as the Government may request with respect to the offeror's operations. The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for information will subject the offer to possible rejection on responsibility grounds.

252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION.(MAR 2000)

(a) Definitions.

As used in this clause--

(1) Central Contractor Registration (CCR) database means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) Registered in the CCR database means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://www.ccr2000.com>.

(End of clause)

PROPOSAL SUBMISSION REQUIREMENTS

A. Each offeror's proposal shall consist of the four (4) volumes listed below. The required content of each proposal is indicated in the paragraphs below. The offeror shall submit its proposal to the Contracting Officer in the format and number of copies stated in paragraph "B" below. Each separate digital copy required below, unless otherwise specified, shall be provided on a 3½" floppy(s) or CD-ROM disk in Microsoft Word (Version Office 97 or lower). Additionally, the Government, at its discretion, may incorporate any other parts of the successful offeror's proposal, as necessary, at contract award.

B. The offeror shall submit the following volumes of material:

Proposal Title	Consisting of:	Number of Printed Copies	Digital Copies
ADMINISTRATIVE	SF 33, Sect G (as applicable), Sect K: Reps and Certs	3 Original 1 Original 1 Original	N/A
PERFORMANCE	Past & Present Performance Information	1 Original + 1 copy	0
TECHNICAL	Technical Factors/Subfactors	1 Original + 3 copies	1
PRICING	Schedule B and supporting pricing data	1 Original + 2 copies	1

C. ADMINISTRATIVE PROPOSAL:

1. Standard Form (SF) 33, Solicitation, Offer and Award, to include Acknowledgement of Amendments, if applicable: Three (3) copies, ALL of which contain ORIGINAL SIGNATURES.

2. Section G, Contract Administration Data: One copy (if applicable).

3. Section K, Representation, Certifications and Other Statements of Offerors: One complete copy containing ORIGINAL SIGNATURES and/or fill-ins.

D. PERFORMANCE PROPOSAL:

1. Offeror shall submit one original and one copy of the following information as part of their proposal (this information will not be provided by the Government).

a. A list of ALL contracts and subcontracts similar in nature (size and complexity) to this acquisition awarded or performed during the past five (5) years. Contracts listed should include those entered into with the Federal, state and local governments and commercial customers. Provide only the past performance of the division/affiliate/subsidiary of the offeror that will actually perform the work. If an offeror does not have sufficient experience to list the required contracts, the offeror may include as part of the list, contracts of any subcontractor that the offeror will use in performance of this contract, contracts of any appropriately identified key personnel that will be involved in this contract, and, if the offeror is a combination of firms (for example, a partnership or joint venture), contracts of any companies that make up the offeror.

b. Based upon the information provided in each past performance record, the Offeror will assure that for EACH contractor/subcontractor referenced, a completed a past performance survey is provided to the Contracting Officer no later than the date and time scheduled for the receipt of proposals. The completed past performance survey questionnaires may be submitted directly from the individual providing the reference to the Contracting Officer. In such cases, the questionnaire must be properly marked with the Offeror's name and address and solicitation number, and sent to the following address: **Contracting Officer, MEDCOM Contracting Center, 2107 17th Street, Building 4197, Fort Sam Houston, Texas 78234-5015.** However, it is the offeror's responsibility to assure their references provide surveys to the Contracting Officer by the date and time scheduled for the receipt of proposals. Past Performance information not received by the date and time scheduled for receipt of proposals will be handled in accordance with FAR Clause 52.215-1(c)(3) of this Section.

2. A subjective evaluation will be conducted for each offeror on his/her performance under existing and prior contracts for similar services. The Government will focus on information to include performance risk that

demonstrates quality of performance relative to the size and complexity of the procurement under consideration. Both independent data and data provided by offerors in their proposals will be used to evaluate offerors' past performance.

E. TECHNICAL PROPOSAL. This portion shall address as a minimum the following information:

1. Management:

a. Program Management Plan (CDRL A007). Each offeror shall submit a Program Management Plan (PMP) that describes the offeror's program management practices. The offeror shall publish, implement, and maintain a PMP describing the proactive policies, methods and procedures to be used to carry out the program management responsibilities of this contract. The Program Management Plan (see C-1.5.13.2 and subsequent subparagraphs) shall include, but not be limited to the following:

- (1) Levels of Key Management and Supervision.
- (2) A General description of the management functions performed in support of the Quality Control Program;
- (3) A description of the offeror's Industrial and Labor Relations Program;
- (4) A description of general support provided by offeror's corporate offices;
- (5) Methods of interface with key Government personnel; and
- (6) Resumes of the Project Manager (and alternate(s) as applicable).

b. Transition Plan (CDRL A009). Each offeror shall submit a Transition Plan (see C-1.5.15 and subsequent paragraphs) that describes the offeror's approach for transitioning the Visual Information (VI) services from the incumbent Government workforce to the Service Provider's workforce. The Plan shall include how the offeror intends to handle the transition of associated equipment, facilities, vehicles, and other resources furnished either by the Government or the offeror, schedules, milestones, training, task management, organizational structure, and implementation of right of first refusal. The Plan shall also include transition procedures to be accomplished at completion of the contract period of performance.

c. Quality Control Plan (CDRL A004). The offeror shall submit a Quality Control Plan (see C.1.5.8 and subsequent subparagraphs). As required by the FAR clause entitled "Inspection of Services", the offeror shall provide a Quality Control Plan that shall contain as a minimum the items listed below.

(1) Inspection System: Describe the inspection system covering the services required by this PRD on both a scheduled or unscheduled basis, with particular attention to the areas listed in Technical Exhibit 2 "Service Performance Standards".

(2) Identifying and Preventing Deficiencies: Describe a method acceptable to the Government for identifying and preventing deficiencies in the quality of service performed under this PRD before the level of performance becomes unacceptable, and addresses processes for implementing corrective actions.

(3) Complaint Feedback: Include a customer complaint feedback system for correction of validated complaints and to inform the customer of corrections. Describe how customers or other interested parties may identify problem areas or situations (i.e. contract discrepancy reports) to the Service Provider.

(4) Documentation and Reports: Define the inspection procedures and records to be used and kept by the Service Provider.

d. Government-Furnished Property Plan (CDRL A012). The offeror shall develop and deliver to the Government a Government Furnished Property (GFP) Plan (see C-3.1.1.3). The plan shall clearly describe the offeror's policies, methods and procedures of their property control system.

2. Approach and Methodology. The offeror shall sequentially address each service in Section C-5, to include, but not limited to the subfactors listed below, to provide sufficient details for the government to determine whether the proposal satisfactorily meets the requirements of the solicitation. This portion of the proposal must include (a) manning charts identifying proposed labor by category in sufficient detail to demonstrate the offerors' understanding of each service to be performed, both in terms of types and numbers of employees; and (b) a narrative

explanation providing a practical, straightforward and complete overview of methods to be employed to accomplish the technical requirements of the PRD to include, but not limited to: (1) how offeror will apply personnel, equipment, and other resources to accomplish each service; (2) offeror's technical procedures, processes, and approaches to accomplish each service; and (3) the planning, organizing and controlling necessary to optimize responsiveness, timeliness, efficiency and effectiveness of services rendered. The subfactors (services in C-5) are:

- a. Administration and Operations Support Services to include all subparagraphs (C-5.3.1);
- b. Electronic Multimedia Graphics Products and Services to include all subparagraphs (C-5.3.2);
- c. Photographic Services to include all subparagraphs (C-5.3.3);
- d. VI Equipment and Products Temporary Loan Services to include all subparagraphs (C-5.3.4);
- e. Permanent and Mobile Public Address and VI Presentation Systems Services to include all subparagraphs (C-5.3.5).

F. Price Proposal.

1. The price proposal shall consist of a single volume that includes Section B of the solicitation, transition price breakout, and price breakout for base and all option periods. The offeror shall provide digital copies on 3 ½" floppy disks or CD-ROM disks in Microsoft Excel (Version Office 97 or lower) and Microsoft Word (Version Office 97 or lower). An explanation of each of the areas within the cost proposal and the submission requirements are as follows:

(a) Transition Price Breakout. The transition price proposal shall consist of a price element breakout of CLIN 0001 including supporting narrative and all supporting price schedules. Though the information may be submitted in the offeror's own format, the format used must address the following areas below.

(1) Direct Labor - List the regular and overtime labor hours and rates, whether compensated or uncompensated, for each individual job classification (category)(must crosswalk to same titles used in the manning charts and narrative). The offeror shall identify labor as covered by the Service Contract Act for each position as applicable. Provide supporting rationale and methodology used for labor rate development of each classification. Include an explanation of any differential payments included in the labor rate development for multi-shift effort or non-standard workweek schedules. For proposal purposes, the cost of non-productive time is to be classified as a labor burden expense.

(2) Labor Burden and Fringe Benefits. Examples of labor burdens include the costs of Federal Insurance Contributions Act (FICA), Federal and State Unemployment Insurance (FUTA/SUTA), Workers' Compensation Insurance, and other types of payments required by law or regulation. Examples of fringe benefits include the costs of health and life insurance, pension, retirement and savings plan, and other employee fringe benefits. Provide rationale and explanation for development of each proposed element of labor burden and fringe benefits cost, participation assumptions, and employer/employee cost sharing ratios of the various fringe benefits

(3) Non-productive labor. Non-productive labor shall include the cost of all compensated leave. Summarize the cost, and attach supplemental data, which quantifies by element (e.g., vacations, holidays, sick leave, and other paid absences) the priced non-productive hours per year.

(4) Other Direct Costs - Identify the type and amount of other costs to be charged directly to the contemplated contract and which are not included elsewhere in the cost proposal.

(5) Overhead - Submit a separate breakdown for each indirect overhead expense pool, such as local, division, and home office overheads, procurement and material handling burdens, occupancy, and service center. Specifically identify equipment included in the indirect pool that is planned to be shared and the cost allocated over a distribution base containing other divisions or contracts.

(6) G&A - Submit a separate breakdown for corporate home office or segment expense pool(s). Show the G&A rate computation. Include any proposed adjustment to actual or budgeted G&A for the inclusion of this contract in the business base.

(b) Base and Option Period Price Breakout. A separate price breakout for each period shall entail the identification of the price of providing each service in the PRD, by Section and elements contained in paragraphs

F.1(a)(1) through (6) above. Offeror must provide a crosswalk between the technical and price proposal that clearly identifies the relationship between the staffing proposed in the technical proposal and the resources proposed in the price proposal.

NOTE: The offeror shall submit as part of its price proposal its audited financial statements for the two prior fiscal years and the current year-to-date. If the offeror is a combination of firms (for example, a partnership or joint venture), each of the companies that make up the offeror shall submit its audited financial statements for the two prior fiscal years and the current year-to-date. The financial statements shall include a Balance Sheet, Income Statement, and Statement of Cash Flows. Additionally, the offeror shall provide sources of capital, e.g., letters of credit and corporate capital infusion.

GENERAL NOTICE: The USAG, FSH will use WINCOMPARE 2 for the development of the In-House Cost Estimate.

SECTION M Evaluation Factors for Award

CLAUSES INCORPORATED BY FULL TEXT

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Provision)

BASIS OF AWARD:

This is a Commercial Activities, OMB Circular A-76 Study. The Contracting Officer will evaluate all the offers and determine the low-price, technically acceptable (LPTA) offer. The Contracting Officer will then compare the LPTA offer to the Government's in-house cost estimate (IHCE) and complete a cost comparison worksheet (reference the provision in Section L titled "Notice of Cost Comparison (Negotiated)(Feb 1993)", FAR 52.207-2). Based on the cost comparison, the initial decision will be made to award a contract to the offeror, or retain the services in-house and cancel the solicitation.

1. Evaluate all offers and determine those that are technically acceptable.

1.1. In accordance with the Section L clause titled "Instructions To Offerors—Competitive Acquisition (FEB 2000) (FAR 52.215-5), paragraph (f) Contract Award", the Government intends to evaluate proposals (technical, price and performance) and award a contract without exchanges with offerors (except communications conducted for the purpose of minor clarification). **Therefore, each initial offer should contain the offeror's best terms.** However, the Government reserves the right to conduct exchanges if it is later determined by the contracting officer to be necessary. Selection for award will be made to the low price/technically acceptable offer.

1.2. The Government will evaluate each proposal: technical, past/present performance and price. The administrative proposal will be reviewed for completeness. (Proposal hereafter means the proposal as a whole.) No proposal will be accepted that does not contain the total amount of work specified herein, to include all option years.

1.2.1. Past/present performance information will be used for both a responsibility determination and as an evaluation factor to determine performance risk that demonstrates quality of performance relative to the size and complexity of this procurement. A subjective evaluation will be conducted for each offeror on his/her performance under existing and prior contracts for similar services. Both independent data and data provided by offerors in their proposals may be used to evaluate offerors' past/present performance. Offerors with less than acceptable performance will be rejected as technically unacceptable.

1.2.2. Technical proposals will be evaluated to determine whether or not offeror has a good understanding of the requirements and has the resources and capability to perform the services required. Proposals with less than acceptable in any subfactor or sub-subfactor may be rejected as technically unacceptable.

1.2.3. Price proposals will be evaluated for realism, and those that are unrealistically high or low in price will be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risks of the proposed contractual requirements and may be rejected as technically unacceptable.

1.3. Subject to the provisions contained herein, the low-price/technically-acceptable offeror will be selected to compete against the Government.

2. Compare selected offeror and Government IHCE.

2.1. The selected offer will be compared to the Government IHCE in accordance with the guidelines in the OMB Circular A-76, AR 5-20 and DA PAM 5-20.

2.2. Once the comparison is made, the initial decision will be announced as to whether the services will be awarded to the selected offeror or will remain in-house.

2.3. Once the initial decision is announced, there will be a public review period, lasting 11 working days following the MACOM notification, to provide all interested parties an opportunity to review the documentation supporting the in-house cost estimate and the completed cost comparison form.

2.4. Following the public review period and any appeal/protest actions, the final decision will be made and a contract awarded or the solicitation cancelled.

SIGNIFICANT EVALUATION FACTORS AND APPROACH.

1. All proposals will be subject to evaluation by a team of government personnel. The three factors to be evaluated are: (1) Past/Present Performance; (2) Technical Approach; and (3) Pricing. The team will evaluate:

1.1. Past/present performance for commitment and quality performance with acceptable risk. (Past and Present Performance Information will not be completed nor will be submitted by the MEO). Performance will be evaluated against the following criteria:

- A. Quality of Service
- B. Timeliness of Performance
- C. Business/Customer Relations
- D. Customer Satisfaction

1.2. Technical to determine the extent to which the proposal exhibits a clear understanding of the work requirements and the means required to fulfill the requirements. The subfactors and sub-subfactors within Technical Proposal are:

- A. Management:
 - 1. Program Management Plan.
 - 2. Transition Plan.
 - 3. Quality Control Plan.
 - 4. Government-Furnished Property Plan.
- B. Approaches and Methodology.
 - 1. Administration and Operations Support Services.
 - 2. Electronic Multimedia Graphics Products and Services.
 - 3. Photographic Services.
 - 4. VI Equipment and Products Temporary Loan Services.
 - 5. Permanent and Mobile Public Address and VI Presentation Systems Services.

1.3. Price using price and cost analysis techniques. The total proposed price will be evaluated for price/cost realism.

2. The Technical Proposal, Past/present performance and Price analysis will be used to determine technically acceptable proposals. All factors, subfactors, and sub-subfactors must receive an acceptable rating for the proposal to be determined technically acceptable. Subsequently, all factors, subfactors, and sub-subfactors are determined to be equal. To receive this rating, offerors must present a proposal that:

-- Provides sufficient details for the Government to determine whether the proposal satisfactorily meets the minimum requirements of the Performance Requirements Document and solicitation by addressing all the functional area services;

-- Shows that the offeror fully understands and can perform the requirements as delineated in its proposal for the total proposed price indicated in its proposal;

-- Submits manning charts that identify and crosswalks the manning to each PRD service;

3. The low-priced, technically acceptable proposal will be selected to compete with the Government's IHCE.

Technical Exhibit 1 – Section 508 Compliance

Section 508 Compliance: Electronic and Information Technology Accessibility Program Guidance for Video and Multimedia Products

The effective date for Section 508 compliance is 21 June 2001. All productions completed after this date must be compliant with the following program guidance. All training and information video and multimedia products developed, procured, maintained, used, or broadcast in support of the Army's mission, regardless of format, that contain speech or other audio and/or visual information necessary for the comprehension of the content, shall be available with open or closed captioning and/or audio descriptions. All master materials submitted to the DOD Joint Visual Information Services Distribution Activity for replication and distribution shall contain open or closed captioning information. Products requiring an audio description shall be submitted on a separate master or as a digital audio file. Audio descriptions, which are submitted as a separate digital audio file, shall be identified by the same Production Identification Number as the original production master and marked as the audio description for that product. The procurement of all training and information video and multimedia products must comply with the FAR. Visual information products published on websites shall comply with guidance for that particular website. Developers should consult with their webmasters for specific guidance.

If compliance with these accessibility standards results in a significant undue burden for any one production, the office of primary responsibility (OPR) shall provide documentation of such prior to the development of the product. This documentation shall become a permanent enclosure to the product file. If undue burden precludes open/closed captioning or audio description, the OPR is responsible for making an alternative form of the data available when requested.

Exclusions certified in reference C, paragraph 6, apply to multimedia products. Those products which do not support the mission of the OPR, such as a video production of a retirement ceremony, etc., need not be closed or open captioned, or audio described, and documentation footage gathered in the field, such as documentation of an accident, combat camera documentation, etc., are also exempt.

References:

- A. Rehabilitation Act of 1973, and Amendments of 1998.
 - B. 36 Code of Federal Regulation (CFR), Electronic and Information Technology Accessibility Standards, Final Rule, 21 Dec 2000. (<http://www.access.gpo.gov/nara/>)
 - C. Memorandum, SAIS-IIAC, 6 Mar 01, subject: Guidance for Implementation of Congressionally Mandated Requirements Concerning Access to Federal Information Technology by Members of the Public and Federal Employees with Disabilities (Section 508 of the Rehabilitation Act). (<http://www.army.mil/disc4/references/policy.html>)
 - D. 48 CFR, Federal Acquisition Regulations (FAR), Chapter 1, 25 April 2001. (<http://www.access.gpo.gov/nara/>)
1. IAW reference B, the term "Electronic Information Technology" includes all training and informational video and multimedia products that support the Army's mission. (Subpart B, paragraph 1194.24, specifically addresses video and multimedia productions.)
 2. For information regarding the impact of the 1998 amendments (ref A) and an explanation of Section 508 standards, see reference C above.

Technical Exhibit 2 – Service Performance Summary (Program Management)

SERVICE PERFORMANCE SUMMARY (SPS) The SPS charts are found at the end of this technical exhibit. The headings are defined as follows:

PRD PARA Lists the specific paragraph in the SPS that the government will surveil. The absence of any contract requirement from the SPS shall not detract from its enforceability or limit the rights or remedies of the government under any other provision of the contract, including the clauses entitled “Inspection of Services” and “Default.”

SERVICE PERFORMED Lists the service to be performed.

PERFORMANCE STANDARD Lists the standard of performance for each specific service.

MAX ERROR RATE Lists the maximum error rate from standard performance for that service that may occur before the government will determine the service to be unacceptable. The lot size is used when random sample is the basis for surveillance. The period of time covered by the inspection is also listed.

SURV METHOD Lists the surveillance methods the government will use to evaluate the service provider’s performance in meeting the contract requirements.

GOVERNMENT QUALITY ASSURANCE Service Provider performance will be compared to the contract standards and performance requirements using the Quality Assurance Surveillance Plan (QASP). This document is for government use only.

- Random sampling of recurring service output items (daily, weekly, monthly, quarterly, semiannually, annually, or as required) as determined necessary to assure a sufficient evaluation of Service Provider performance.
- One Hundred-Percent Inspection of those tasks that occur infrequently and cannot be random sampled because the sample size for a small lot may exceed the lot size. This type of inspection occurs each time a task is performed.
- Periodic surveillance of output items (daily, weekly, monthly, quarterly, semiannually, annually, or as required) as determined necessary to assure a sufficient evaluation of Service Provider performance.
- Customer complaints.
- **PERFORMANCE EVALUATION.** Performance of a service will be evaluated to determine whether or not it meets the minimum standard listed in the contract. When the performance standard is exceeded, the contracting officer will issue a Contract Discrepancy Report (CDR) to the Service Provider. The Service Provider shall respond to the CDR by completing the form and returning it to the contracting officer within 15 calendar days of receipt.

Table TE2-1

PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE	SURV METHOD
C-1.5.3.3.1, 1.5.4.1.1, 1.5.8.1, 1.5.11.1, 1.5.12.1, 1.5.13.1, 1.5.14.1	Comply with all requirements of Government-approved plans.	Implement and comply with all plans developed by the Service Provider and approved by the Government.	1 defect per month Lot = number of approved plans in effect	Periodic surveillance
C-1.5.9	Provide effective on-site resolution of technical operations rated unsatisfactory by Government quality assurance personnel, contracting officer, or other authorized contract officials.	On-site management identify the cause and initiate action leading to resolution of performance problems indicated by unsatisfactory rating.	3 defects per month Lot = number of requirements rated unsatisfactory per month	100% inspection of functions rated unsatisfactory
C-1.5.9.3	Government Quality Assurance	Contract Discrepancy Reports are returned within 15 calendar days.	1 defect per year Lot = number of CDRs per month	100% inspection
C-1.5.13.3	Conduct Program Status Review (PSR) Meeting.	Conduct PSR meeting on a quarterly basis, and perform all associated administrative and logistics functions as required.	0 defects per year Lot = number of PSR meetings per year	100% inspection
C-1.5.14.2.3	Provide effective management of contract change requests.	Proposals are submitted on time, pricing is accurate and reasonable, and proposals comply with FAR.	3 defects per month Lot = number of proposals submitted per month	100% inspection
C-1.5.14.2.7.1	Provide accurate reimbursement billing reports.	The Service Provider shall provide accurate, monthly, reimbursement billing reports identifying quantity of services performed, segregated by individual customer accounts.	0 defects Lot = one report per month	100% inspection
C-3.1	Provide effective management of Government-Furnished Property.	No loss of or damage to Government-Furnished Property due to Service Provider negligence or misconduct.	1 Defect Lot = Number of GFP actions identified each month	Periodic inspection
C-3.1.1	Comply with all requirements of Government-approved GFP Plan.	Implement and comply with GFP Plan developed by the Service Provider and approved by the Government.	0 defects per month Lot = number of approved plans in effect	Periodic surveillance
C-5.3.1.6	Prepare annual reports of VI services as required by DA Pam 25-91.	Reports submitted on time and in proper format.	0%	100% inspection
C-5.3.2.1	Design, produce, and duplicate graphics products and services.	All DA Form 3903 requirements completed on time.	5 % Lot = all graphics work orders (sub-para 1 thru 3) per	Random sample

PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE	SURV METHOD
C-5.3.2.1.1	Design and produce simple graphics products and services.	No valid customer complaints on quality of product.	month 1% Lot=orders per month	Customer complaint
C-5.3.2.1.2	Design and produce medium complexity graphics products and services.	No valid customer complaints on quality of product.	3% Lot=orders per month	Customer complaint
C-5.3.2.1.3	Design and produce complex graphics products and services.	No valid customer complaints on quality of product.	5% Lot=orders per month	Customer complaint
C-5.3.3	Perform photographic services.	All DA Form 3903 requirements completed on time.	1 % Lot = all photo work orders (sub-para 1 thru 8)/ month	Random sample
C-5.3.3	Perform photographic services.	No valid customer complaints on quality of product.	2 valid complaints per month Lot = all photo work orders (sub-para 1 thru 8)/ month	Customer complaint
C-5.3.3.1	Shoot and print official military personnel file photos in digital format.	Meet all DA photo standards for content and format.	0% Lot = shoots per month	Random sample
C-5.3.3.2	Shoot, process, and print official studio portraits.	Complete all requirements as defined on DA Form 3903 within 5 workdays.	5% Lot = shoots per month	Random sample
C-5.3.3.3	Shoot, caption, process, and print "on location" photos.	Complete all requirements as defined on DA Form 3903 within 5 workdays.	5% Lot = shoots per month	Random sample
C-5.3.3.4	Process and print/mount customer-supplied C-41 color and E-6 slide film.	Complete all requirements as defined on DA Form 3903 within 3 workdays.	5% Lot = shoots per month	Random sample
C-5.3.3.5	Create 35mm slides from electronic or hard copy PowerPoint presentations supplied by customer.	Complete all requirements as defined on DA Form 3903 within 3 workdays.	5% Lot = shoots per month	Random sample
C-5.3.3.6	Perform negative, slide, and photo scanning services for output to hard copy and digital formats.	Complete all requirements as defined on DA Form 3903 within 3 workdays.	5% Lot = shoots per month	Random sample
C-5.3.3.7	Create custom photographic products.	Complete all requirements as defined on DA Form 3903 within 3 workdays.	5% Lot = shoots per month	Random sample
C-5.3.4	Issue, receive, and maintain VI equipment and products used for temporary loan.	No valid customer complaints on timeliness of service or operational readiness of equipment.	1 valid complaint per month	Customer complaint
C-5.3.4.1	Loan VI equipment to customers on a temporary basis.	Complete loan process for walk-in requests within 1 hour.	1% Lot = walk-ins per month	Random sample
C-5.3.4.1	Loan VI equipment to customers on a temporary basis.	Complete loan process for reserved items prior to scheduled pick-up time.	0% Lot = scheduled loans per month	Random sample
C-5.3.4.2	Receive loaned items, inspect, and perform	All items fully operational before issue to	1%	Random sample

PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE	SURV METHOD
	minor repair or replacement of malfunctioning VI equipment.	customer	Lot = items per month	
C-5.3.4.3	Process failed VI loan equipment for repair by other Fort Sam Houston maintenance organizations IAW FSH Regulation 25-1	All items fully operational before issue to customer	1% Lot = items per month	Random sample
C-5.3.5	Operate, inspect, and maintain permanent and mobile public address and video display systems.	No valid customer complaints on timeliness or quality of service.	1 valid complaint per month	Customer complaint
C-5.3.5.5	Provide technical support to Command Suite at Abell Hall, Garrison Commander's Conference Room, MEDCOM Wood Auditorium, Evans Theater, and Roadrunner Activity Center.	Respond to emergency assistance request from Command Suite at Abell Hall, Garrison Commander's Conference Room, MEDCOM Wood Auditorium, Evans Theater, and Roadrunner Activity Center within ½ hour.	0% Lot = requests per year	100% inspection
C-5.3.5.6	Monitor and maintain operational status of the automated "Bugle Call" broadcast system for Fort Sam Houston.	Resolve failures within 24 duty hours of detection.	0% Lot = failures per year	100% inspection
Technical Exhibit 4	Prepare and submit reports, plans, or other documents as defined by CDRLs.	Reports, plans, and documents submitted IAW with the requirements of CDRLs in Technical Exhibit 4	1 defect Lot = number of deliverables per month	100% inspection

Technical Exhibit 3 — Government-Furnished Contracts**TABLE TE3-1**

CONTRACT NUMBER	SERVICE PROVIDER	SERVICE DESCRIPTION	COMMENTS
FY00 – DADA10-00-P-0112	Ikon Office Solutions	Canon Color Copier maintenance	PRD ref C-5.3.2.3 Annual renewal
FY01 – DADA10-01-P-0010	Ikon Office Solutions	Canon Color Copier maintenance	PRD ref C-5.3.2.3 Annual renewal
FY02 – DADA10-02-P-0226	Ikon Office Solutions	Canon Color Copier Maintenance	PRD ref C-5.3.2.3 Annual renewal

Technical Exhibit 4— Required Reports

Instructions to the Service Provider concerning each report listed below are contained on the following pages.

TABLE TE4-1

PRD REF	CDRL #	DESCRIPTION OF REPORT
C-1.5.1.2.1	CDRL A001	Employee Information Report
C-1.5.3.3.1	CDRL A002	Physical Security Plan
C-1.5.4.1.1	CDRL A003	Safety Program Plan
C-1.5.8.1	CDRL A004	Quality Control Plan
C-1.5.11.1	CDRL A005	Emergency Situations and Contingency Operations Support Plan
C-1.5.12.1	CDRL A006	Strike Contingency Plan
C-1.5.13.1	CDRL A007	Program Management Plan
C-1.5.14	CDRL A008	Manpower Report
C-1.5.15.1	CDRL A009	Transition Period Plan
C-1.5.15.2	CDRL A010	Transition Period Report
C-1.5.15.3	CDRL A011	Right of First Refusal List
C-3.1.1.3	CDRL A012	Government-Furnished Property Plan
C-3.1.1.5	CDRL A013	Report of DOD Property in the Custody of Contractor
C-5.3.1.6	CDRL A014	Visual Information Annual Workload and Cost Data Report
C-1.5.16	CDRL A015	Reimbursements Billing Report

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A001
2. Title or Description of Data: Employee Information Report
3. Authority: N/A.
4. Contract Reference: C.1.5.1.2.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Annually
7. As of Date: 30 days prior to contract start date. 30 days prior to start of option period.
8. Date of 1st Submission: 30 days prior to contract start day.
9. Date of Subsequent Submissions: 30 days prior to start of option period
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original & 1 copy in electronic format

11. Remarks: None
12. Application: To provide the names and labor categories of employees who will perform work under this contract.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A002
2. Title or Description of Data: Physical Security Plan
3. Authority: N/A.
4. Contract Reference: C.1.5.3.3.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: As required
7. As of Date: 15 calendar days after contract award.
8. Date of 1st Submission: 15 calendar days after contract award for final review and acceptance.
9. Date of Subsequent Submissions: Revisions due within 5 workdays prior to change occurring.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original & 1 copy in electronic format
11. Remarks: None
12. Application: To provide an auditable system of control and procedures, which maintain facility operational accreditation.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A003
2. Title or Description of Data: Safety Program Plan
3. Authority: N/A.
4. Contract Reference: C.1.5.4.1.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: As required
7. As of Date: 15 calendar days after contract award.
8. Date of 1st Submission: Plan shall be submitted not later than 60 calendar days after start of transition period. KO shall approve or disapprove with 30 calendar days after receipt
9. Date of Subsequent Submissions: Revisions due within 10 calendar days after change occurs
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original & 1 copy in electronic format
11. Remarks: None
12. Application: To provide for the safety and well being of personnel.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A004
2. Title or Description of Data: Quality Control Plan
3. Authority: N/A.
4. Contract Reference: C.1.5.8.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: As required
7. As of Date: Submitted with proposal.
8. Date of 1st Submission: Plan shall be submitted with proposal.
9. Date of Subsequent Submissions: Revisions due within 5 calendar days prior to change.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 6 copies & 1 copy in electronic format
11. Remarks: None
12. Application: To provide an in-depth overview of service provider's quality control.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A005
2. Title or Description of Data: Emergency Situations and Contingency Operations Support Plan
3. Authority: N/A.
4. Contract Reference: C.1.5.11.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: As required
7. As of Date: Submitted within 30 calendar days after contract award.
8. Date of 1st Submission: Plan shall be submitted within 30 calendar days after contract award.
9. Date of Subsequent Submissions: Revisions due within 10 workdays prior to change.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 6 copies & 1 copy in electronic format
11. Remarks: None
12. Application: To provide a notification system that covers any or all services and personnel affected.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A006
2. Title or Description of Data: Strike Contingency Plan
3. Authority: N/A.
4. Contract Reference: C.1.5.12.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: As required
7. As of Date: Within 10 days of beginning of transition period.
8. Date of 1st Submission: Within 10 days of beginning of transition period.
9. Date of Subsequent Submissions: Revisions due within 10 calendar days before changes occur
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 original & 1 copy in electronic format
11. Remarks: None
12. Application: To provide a plan which identifies the performance of services in the event of a work stoppage.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A007
2. Title or Description of Data: Program Management Plan
3. Authority: N/A.
4. Contract Reference: C.1.5.13.1.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: As required
7. As of Date: Submitted with proposal.
8. Date of 1st Submission: Plan shall be submitted with proposal.
9. Date of Subsequent Submissions: Revisions due within 10 calendar days after change occurs
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 6 copies & 1 copy in electronic format
11. Remarks: None
12. Application: To provide an overview of the service provider's approach to managing and controlling the total contract effort.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A008
2. Title or Description of Data: Manpower Report
3. Authority: N/A
4. Contract Reference: C-1.5.14
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Quarterly
7. As of Date: 10 calendar days after end of quarter.
8. Date of First Submission: 10 calendar days after end of quarter.
9. Date of Subsequent Submissions: 10 calendar days after end of quarter.
10. Distribution, Addresses and Number of Originals/Copies:

Contracting Officer – 1 original & 1 copy in electronic format
11. Remarks: None
12. Application: To provide a quarterly summary of manpower status.
13. Preparation Instructions: The contractor shall prepare the Manpower Report, in accordance with the specific instructions identified on the following pages.

PREPARATION INSTRUCTIONS

1. **MANPOWER REPORT:** The service provider shall submit a manpower report by 10 calendar days after close of the quarter, in accordance with the instructions provided below.
2. **Terms** associated with the MPR are defined in the following paragraphs.
 - 2.1. **PERIOD:** Month and year of MPR data.
 - 2.2. **TYPE OF MANPOWER:** Labor Category.
 - 2.3. **PAGE:** Report page number.
 - 2.4. **CURRENT MONTH:** Quarterly manning statistics for the specified report period.
 - 2.5. **YEAR TO DATE:** Cumulative manning statistics from contract start date through the current month.
 - 2.6. **YEAR END:** Total projected year manning statistics from contract start through contract ending date.
 - 2.7. **BUDGET:** The manning levels which represent current month, year to date, and year end allocations of the manpower levels used to determine the total definitive contract price.
 - 2.8. **ACTUAL:** These are manning statistics actually incurred during performance of the contract.
 - 2.9. **TYPE OF REPORT:** Either BUDGET or ACTUAL.
 - 2.10. **HEADCOUNT:** The number of employees, excluding temporary hires, actually employed on the final day of the reporting period (month).
 - 2.11. **STRAIGHT TIME (ST):** Work accomplished during regular duty hours of the employee, and paid based on the normal hourly rate.
 - 2.12. **OVERTIME (OT):** Work accomplished outside regular duty hours.
 - 2.13. **TYPE OF DATA:** Headcount, ST Hours or OT Hours.
 - 2.14. **COST CENTER:** Either by section (location within an organization to include craft and position title).
 - 2.15. **FUNDING SOURCE:** Specify funding. Provide a total amount using data from all funding sources.
3. **MPR FORMAT:** The MPR will contain the following sections and details.

3.1. SECTION I, SUMMARY: This section is intended to summarize actual headcount for the entire contract.

3.1.1. Summary Headcount: Summarize actual headcount. Section C-1 management personnel will be included in the amounts shown.

3.1.2. Summary Headcount By Funding Source: Summarize actual headcount by funding source. Section C-1 management headcount will be reported separately.

3.1.3. Summary Headcount By Section: Format 1 will summarize headcount by PRD section. Section C-1 headcount will be identified as a separate appendix.

3.2. SECTION II, BUDGET vs. ACTUAL: This section is intended to provide actual manpower performance in relation to established budgets. The current monthly and year to date manpower budgets, which are based on manning levels used to determine the definitive contract price baseline will be used. All budget adjustments, based upon anticipated contract price baseline adjustments, will be listed separately, along with anticipated manpower changes.

3.3.1. Summary by Budget and Actual: Actuals and Budget.

3.3.2. Summary By Funding Source: Summarize manpower by funding source.

3.3.3. Summary By Section: Summarize manpower by PRD section. Section C-1 will be identified as a separate section.

3.4 SECTION IV, TEMPORARY EMPLOYEES: A separate listing of all temporary employees will be provided. All data will be as of the final day of the report period (month).

3.5 SECTION V, VACANT POSITIONS: This report will summarize vacant positions. Columns for the number of positions, number of vacant positions, and the number of vacancies exceeding 30 days, will be provided. The number of vacant positions will be as of the last day of the report period. The number of vacancies exceeding 30 days will be cumulative for the report period.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A009
2. Title or Description of Data: Transition Period Plan
3. Authority: N/A
4. Contract Reference: C-1.5.15.1
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: One time.
7. As of Date: Initial plan submitted with proposal.
8. Date of First Submission: Updated plan received within 15 calendar days after beginning of transition period.
9. Date of Subsequent Submissions: N/A.
10. Distribution, Addresses and Number of Originals/Copies:

Contracting Officer – 1 signed original & 1 copy in electronic format
11. Remarks: None
12. Application: To provide detailed, logical and realistic approaches to organizing, planning, recruiting, training personnel, mobilizing, developing policies and procedures.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A010
2. Title or Description of Data: Transition Period Report
3. Authority: N/A
4. Contract Reference: C-1.5.15.2
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Weekly
7. As of Date: Transition start date.
8. Date of First Submission: 5 workdays after beginning of transition period.
9. Date of Subsequent Submissions: weekly.
10. Distribution, Addresses and Number of Originals/Copies:

Contracting Officer – 1 original
11. Remarks: None
12. Application: To provide detailed, logical and realistic information on the transition process.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A011
2. Title or Description of Data: Right of First Refusal List
3. Authority: N/A
4. Contract Reference: C-1.5.15.3
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: One Time
7. As of Date: Transition period start date.
8. Date of First Submission: 120 days after contract start date.
9. Date of Subsequent Submissions: N/A.
10. Distribution, Addresses and Number of Originals/Copies:

Contracting Officer – 1 signed original
11. Remarks: None
12. Application: To provide the names of individuals identified on the government list who are hired within the contract transition period.
13. Preparation Instructions: Format is at the service provider's discretion

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A012
2. Title or Description of Data: Government Furnished Property Plan
3. Authority: DOD Manual for the Performance of Contract Property Administration DOD 4161.2M, Federal Acquisition Regulation (FAR) 45.505-14, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505-14, AR 735-20 and AR 735-72.
4. Contract Reference: C.3.1.1.3.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Revisions shall be submitted within 15 calendar days after change occurs
7. As of Date: Contract Award
8. Date of 1st Submission: With Proposal
9. Date of Subsequent Submissions: As changes occur.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 6 copies & 1 copy in electronic format
11. Remarks: None
12. Application: To provide an overview of the service provider's approach to managing and controlling government furnished property.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A013
2. Title or Description of Data: Report of DOD Property in the Custody of Contractor, DD Form 1662
3. Authority: DOD Manual for the Performance of Contract Property Administration DOD 4161.2M,
Federal Acquisition Regulation (FAR) 45.505-14, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505-14, AR 735-20 and AR 735-72.
4. Contract Reference: C.3.1.1.5.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Annually
7. As of Date: 30 September each year
8. Date of 1st Submission: 15 October
9. Date of Subsequent Submissions: 15 October each year
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 2 signed originals & 1 copy in electronic format
11. Remarks: None
12. Application: To comply with the DOD reporting requirements to DLA. The report shall include all government property in the possession of the contractor for which the contractor maintains the official records.
13. Preparation Instructions: The form is self-explanatory and contains the instructions and required codes on the reverse side. This form is available from the Government Printing Office. The report to be prepared and provided to the Contracting Officer on a 3.5 –inch disc or by email in a program executable with Jet Form Flow.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A014
2. Title or Description of Data: Visual Information Annual Workload and Cost Data Report
3. Authority: N/A.
4. Contract Reference: C.5.3.1.6.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Annually.
7. As of Date: Contract start date.
8. Date of 1st Submission: November 1.
9. Date of Subsequent Submissions: November 1.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original & 1 copy in electronic format
11. Remarks: None
12. Application: To provide a record of VI workload and costs.
13. Preparation Instructions: Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A015
2. Title or Description of Data: Reimbursements Billing Report
3. Authority: N/A.
4. Contract Reference: C.1.5.16.
5. Technical Office: MEDCOM CONTRACTING CENTER/MCC
6. Frequency: Monthly
7. As of Date: Five (5) workdays after end of month
8. Date of 1st Submission: Five (5) workdays after end of month
9. Date of Subsequent Submissions: Monthly
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

RMO – 1 signed original
USAG, FSH COR 1 copy
11. Remarks: None
12. Application: To provide monthly billings for external customers.
13. Preparation Instructions: Format and instructions on the following page.

SAMPLE INVOICE

Readiness & Logistics Business Center
Building 4011
1750 Greeley Rd, Suite 2
Fort Sam Houston, TX 78234-5002

Invoice Number:

Invoice Date:

Voice: (210) 221-2635
Fax: (210) 221-0042

Page:

Bill To:

MAINTENANCE POINT OF CONTACT:

FUNDING POINT OF CONTACT:

Customer ID:

MIPR NUMBER	Payment Terms	Due Date

Quantity	Item	Description	Unit Price	Total Price
			Subtotal:	
			Total Invoice Amount:	
			Total Amount Due:	

Please ensure MIPR includes invoice number shown above.
Thank you for your business

Technical Exhibit 5 — Annual Workload and Associated Factors

Table TE5-1 lists the PRD services where quantities of work output have been identified. The column labeled “FY 01 Estimated Workload” contain estimated workload quantities that shall be bid by the Service Provider. There is no guarantee that this will be typical of the volume that will be encountered in the future. See Section B of the contract for pricing structure.

Table TE5-2 contains historical information regarding official Government travel necessary to fulfill services specified in this PRD.

TABLE TE5-1: ANNUAL WORK COUNTS

PRD NUMBER	WORK COUNT TITLE	FY 01 ESTIMATED WORKLOAD
C-5.3.1.1	Web page updates provided	4
C-5.3.1.1	Web page redesigns provided	1
C-5.3.1.2	Acquisition requests submitted	54
C-5.3.1.3	Supply orders placed	147
C-5.3.1.4	Number of items processed for turn-in	206
C-5.3.1.5	Data entries into TSAMS-E completed	7,191
C-5.3.1.6	VI Annual Workload and Cost Data Report prepared	1
C-5.3.2.1.1	Simple graphics products designed	35
C-5.3.2.1.2	Medium complexity graphics products designed	631
C-5.3.2.1.3	Complex graphics products designed	710
C-5.3.2.1.4	Graphics products duplicated	119,601
C-5.3.2.2	Multimedia items completed by self-help walk-in customers	2960
C-5.3.2.3	Number of times troubleshooting performed on failed or malfunctioning equipment	64
C-5.3.3.1	Number of official military file photo shoots	2641
C-5.3.3.1	Official military file photo prints produced	6072
C-5.3.3.2	Number of official studio portrait shoots	784
C-5.3.3.2	Official studio portrait prints produced	5,038
C-5.3.3.3	On-location photo shoots and photo shoots for which captioning was provided	201
C-5.3.3.3	On-location photo prints produced	10,658

PRD NUMBER	WORK COUNT TITLE	FY 01 ESTIMATED WORKLOAD
C-5.3.3.4	Rolls of color film processed	318
C-5.3.3.4	Rolls of slide film processed	12
C-5.3.3.4	Color prints produced	17,549
C-5.3.3.4	Color slides mounted	432
C-5.3.3.5	35mm slides created from electronic or hard copy PowerPoint presentations	3,914
C-5.3.3.6	Images scanned	20,120
C-5.3.3.6	Prints produced from scanned images	2,633
C-5.3.3.7	Number of orders for custom photographic products	195
C-5.3.3.7	Custom photographic products prepared	5,895
C-5.3.3.8	Photographs and images selected for accessioning	240
C-5.3.3.8	Shipments of photographic images to Central Accessioning Point	2
C-5.3.3.9	Perform preventive maintenance on film and print processing machines	12
C-5.3.4.1	Number of VI equipment loan transactions	883
C-5.3.4.2	Number of returned items on which in-house minor repair and maintenance performed	1,464
C-5.3.4.3	Failed VI loan items processed for repair by other Fort Sam Houston maintenance organizations.	41
C-5.3.5.1	Number of requests received for presentation assistance	499
C-5.3.5.2	Number of local military ceremonies, conferences, and holiday events for which Mobile Public Address (PA) system support provided	72
C-5.3.5.3	On-post and local presentation support performed	126
C-5.3.6.3	Non-local presentation support performed	8

PRD NUMBER	WORK COUNT TITLE	FY 01 ESTIMATED WORKLOAD
C-5.3.6.5	Technical support tasking for VI equipment at MEDCOM Wood Auditorium	12
C-5.3.6.5	Technical support tasking for VI equipment at Evans Theater	12
C-5.3.6.5	Technical support tasking for VI equipment at Roadrunner Activity Center	12
C-5.3.6.5	Technical support tasking for VI equipment at Command Suite at Abell Hall	12
C-5.3.6.5	Technical support tasking for VI equipment at Garrison Commander's Conference Room	2
C-5.3.6.6	Number of failures of the automated "Bugle Call" broadcast system for USAG, FSH responded to	4
C-5.3.6.7	Monthly inspection of audio speakers and jacks at MacArthur Pavilion on the USAG, FSH parade field.	12
C-5.3.6.8	Monthly inspection of AMEDDC&S Command Suite Visual Information equipment	12
C-5.3.6.8	Requested on-site technical support calls for AMEDDC&S Command Suite Visual Information equipment	1

TABLE TE5-2: RECURRING ANNUAL TRAVEL

PRD REF	DESTINATION & PURPOSE	# DAYS PER TRIP	FY 01 TRIPS	# TRAVELERS
C-1	Government Video Tech Exposition, Washington DC	4	1	2
C-1	PMA 2000 Conference & Trade Show, Las Vegas, NV	4	1	2
C-1	INFOCOM, Las Vegas, NV	4	1	2
C-1	Technical Support/Training for T-SAMS, Fayetteville, NC & Frederick, MD.	6	1	3
C-1	Toolbook II application development training, Bellevue, WA.	5	1	1
C-1	Technical Support/Training for T-SAMS, Frederick, MD.	4	1	3
C-1	Attend "After Effects West" Conference	5	1	1
C-1	"Make Your Web Work Flow" seminar; Austin, TX.	1	1	1

Technical Exhibit 6 – Visual Information Support Agreements**TABLE TE6-1: VISUAL INFORMATION SUPPORT AGREEMENTS**

SUPPORT AGREEMENTS FOR VISUAL INFORMATION SERVICES	
W45NQP-102	90 th Regional Support Command
W45NQP-104	5 th ROTC Brigade
W45NQP-105	Patient Admin System and Biostatistics Activity (PASBA)
W45NQP-108	Joint Information Operations Center (JOIC)
W45NQP-110	147 th Medical Logistics Battalion (Rear)
W45NQP-112	U.S. Army MEDCOM Health Care Acquisition Activity
W45NQP-114	U.S. Army Institute of Surgical Research
W45NQP-118	U.S. Army TMDE Activity
W45NQP-119	U.S. Army Medical Information and Services Agency
W45NQP-125	5 th AMEDD Recruiting Detachment
W45NQP-132	Brooke Army Medical Center
W45NQP-134	116 th Military Intelligence Group
W45NQP-161	San Antonio Recruiting Battalion
W45NQP-162	Houston Recruiting Battalion
W45NQP-172	79 th Ordnance Company
W45NQP-173	797 th Ordnance Company
W45NQP-197	Defense Language Institute (Army Element)
W45NQP-310	Naval School of Health Sciences
W45NQP-316	Naval Reserve Center
W45NQP-505	Defense Finance And Accounting Service-IN
W45NQP-506	Defense Finance and Accounting Service-SA
W45NQP-507	DOD Area Office Complaint Investigation
W45NQP-508	Defense Security Service
W45NQP-514	DeCA Fort Sam Houston Commissary
W45NQP-601	Tri-Service Infrastructure Management Program
W45NQP-00214-177	HQ, Fifth Army
W45NQP-0223-127	Military Entrance Processing Station-San Antonio
W45NQP-00275-106	U.S. Army Medical Command
W45NQP-00275-143	Camp Stanley Storage Activity
W45NQP-00275-146	U.S. Army Total Personnel Command
W45NQP-99263-106	U.S. Army Medical Command

Technical Exhibit 7 — Area Maps and Facilities Layouts

Area maps and facilities layouts will not be available electronically or in hard copy with this PRD. These documents are located in USAG, FSH Building 4196 and will be available for review by prospective bidders by appointment only through the USAG, FSH Contracting Office.

Technical Exhibit 8 – Government-Furnished Property Listings

Government Property that will be furnished to the Service Provider is broken out into the tables indicated below. Additionally, Government property in use by the incumbent USAG, FSH organizations at the start of the transition period that is non-accountable for Installation Property Book purposes (e.g. various office furniture, hand tools, tool kits, and other durable/non-expendable items), will be furnished to the Service Provide in their “as-is” condition and quantity. No itemized listings of those non-accountable items will be provided prior to that time.

- Table TE8-1. Facilities
- Table TE8-2. Equipment (Applicable items listed in the USAG, FSH Installation Property Book)
- TableTE8-3. Office Copiers
- Table TE8-4. Computer Software Applications
- Table TE8-5. GSA Vehicle Fleet Utilization

Table TE8-1 includes all Government-Furnished Facilities that are the responsibility of the Service Provider under this contract, which are intended to be physically occupied or available for use by the Service Provider. The column headings for Table TE8-1 are defined as follows:

- FAC# - Facility Number
- YEAR BLT ACQD – Year the facility was built or acquired.
- TC – Designation of Permanent (P), Semi-permanent (S), or Temporary (T)
- WMC – Wall and material code
- DESC – Description of basic construction material
- FACILITY USE – Purpose/Use of facility
- ASGND AREA – Approximate percentage occupied by tenant
- TENANT NAME – Current tenant occupying the facility
- TENANT EXT – Additional occupant data

TABLE TE8-1: FACILITIES

FAC#	YEAR BLT/ ACQD	TC	WMC	DESC	FACILITY USE	TOTAL AREA (000)	ASGND AREA	TENANT NAME	TENANT EXT
00911	1967	S	G	Steel Frame	Admin	4	4	USAGFSH	Visual Info
00913	1967	S	G	Steel Frame	VI Presentations	5	5	USAGFSH	Visual Info
00914	1967	S	G	Steel Frame	Photography	4	4	USAGFSH	Visual Info
02003	1942	P	B	Brick Veneer	Multimedia Graphics	31	5	USAGFSH	Visual Info
02005	1923	P	B	Brick Veneer	Multimedia Graphics	8	8	USAGFSH	Visual Info

Items listed in Table TE8-2 are Government-owned accountable items which are contained in the USAG, FSH Installation Property Book and will be furnished for operational control and use by the Service Provider in performance of the contract services. Equipment items listed in the Installation Property Book, which are not applicable to Visual Information, are not included in Table TE8-2. Federal Stock Class (FSC) is provided to aid in determining basic useful life of items. The column headings for Table TE8-2 are defined as follows:

- NOMENCLATURE / MODEL – General or other description; model number
- SERIAL NUMBER – Serial number
- FSC – Federal Stock Class
- PRICE (\$) – Price
- LOAN – marked equipment is for customer loan, as specified in C-5.3.4

TABLE TE8-2: GOVERNMENT-FURNISHED EQUIPMENT

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
CUTTER, DAHLE		3449	984.78	
VINYL CUTTING SYS		3455	2195.00	
BINDER FASTBK MDL-15	12503	3610	3695.00	
COPIER, CANON CLC 900	NJC04409	3610	14820.00	
COPIER, CANON #CLC500	NAY00920	3610	26,250.00	
COPIER, CANON CLC 2400	NKZ01436	3610	46,092.00	
COPIER, CANON, COLR 300	CSW03652	3610	13,125.00	
FOLD MACH, PAPER, 1400	133189	3610	311.12	
PHOTOTYPESETTING MACH	9110500	3610	4348.00	
COMPRS, JUN-AIR MAXI-6	352764	4310	1,278.00	
WESTINGHOUSE #3H350	JN60801703	4440	305.00	
BAINBRIDGE, #CH4060A		5110	816.79	
CUTTER FLETCHER#3000		5110	1,540.00	
CUTTER LARSON #2100		5110	860.00	
CUTTER, GLASS #G60M	2584	5110	965.00	
FAX, PANASONIC UF-322	01961100818	5815	692.00	
FAX, XEROX #7024	5L3-081728	5815	1765.92	
FAX, XEROX 7024	5L3-064179	5815	1495.00	
FAX, PANASON KX-FP101	OBDFC515971	5815	139.99	
AMPLIFIER AUDIO A-906	132698	5820	929.15	
AMX, REMOTE SOFTKEY	190-0842	5820	1092.91	
ANTENNA, SONY ECM-77BC		5820	242.00	
ANTENNA, SONY ECM-77BC		5820	242.00	
AUDIO MXR SHURE, M67	CA581717	5820	304.20	X
DECK, CASSETTE, STEREO	01941440039	5820	231.64	
HAN TALK MOTOROLA P10		5820	369.00	
HAN TALK MOTOROLA P10		5820	369.00	
MICPHN MXR SHURE M367	H0003645485	5820	596.00	X
MIXER, PWR SHURE #M268	96495	5820	355.00	
MODULE		5820	514.08	
MODULE		5820	514.08	
MODULE		5820	514.08	
MODULE		5820	514.08	
TRANSMITER, WRT-820A68, RADIO	0112102	5820	722.00	
TRANSMITER, WRT-820A68, RADIO	0112103	5820	722.00	
ANCHOR PB-500W PORTVX	C992307	5830	1745.00	X
ANCHOR PB-500W PORTVX	F960805	5830	1745.00	X
ANCHOR PB-500W PORTVX	F960809	5830	1745.00	X
ANCHOR PB-500W PORTVX	H910101	5830	1745.00	X
PA SYS, ANCHOR MPB4500	HD-8000002	5830	1342.00	X
PA SYS, ANCHOR MPB4500	HD-8000003	5830	1342.00	X
PA SYS, ANCHOR MPB4500	HD-8000046	5830	1342.00	X
PA SYS, ANCHOR MPB4500	HD-8000006	5830	1342.00	X
PA, SOUNDCRAFT #AR62B	840216	5830	959.00	X
PA, HAMILTON #PA-CCD30	97090811	5830	530.00	X
SOUND SYS MPB4500 OR, WRLESS		5830	1189.00	
AMP DIST, EXTRON P2DA4	352498	5835	615.00	X
AMP DIST, EXTRON P2DA4	591659	5835	615.00	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
AUDI BOARD, LTHEM #UNK	HF1000	5835	4785.00	X
AUDIO REINF SYS JBL	10912	5835	2584.90	
CASS/REC, EIKI 5030A	146825	5835	112.00	X
CASS/REC, EIKI 5030A	146869	5835	112.00	X
CASS/REC, EIKI 5030A	147916	5835	112.00	X
PLY, WOLLENSAK 261-AV	020360	5835	212.00	X
RCDR, CLIFONE #5270AV	H1031166	5835	169.87	X
RCDR, CLIFONE #5270AV	H1031497	5835	169.87	X
RCDR, SHARP #RD-767AV	920617794	5835	126.00	X
REC/PLY CALIFONE #UNK	BD330324	5835	109.00	X
REC/PLY CALIFONE #UNK	BD330803	5835	109.00	X
REC/PLY CALIFONE #UNK	BD330976	5835	109.00	X
REC/PLY CALIFONE #UNK	BD331139	5835	109.00	X
REC/PLY CALIFONE #UNK	BD331140	5835	109.00	X
SOUND SYSTEM LIBRARY	F950839	5835	701.00	X
SOUND SYSTEM LIBRARY	F950842	5835	701.00	X
SOUND SYSTEM LIBRARY	F950427	5835	701.00	X
SOUND SYSTEM LIBRARY	F950408	5835	701.00	X
SOUND SYSTEM LIBRARY	F950407	5835	701.00	X
SOUND SYSTEM LIBRARY	F950406	5835	701.00	X
SOUND MACH UHF PROJ E	2501636-45A-49S	8535	2988.75	X
SOUND MACH UHF PROJ E	2501637-45A-51U	8535	2988.75	X
CAM, HATACHI, #VM2600A	30610145	5836	735.00	X
CAM, HATACHI, #VM2600A	30610414	5836	735.00	X
CAM, HATACHI, #VM2600A	30610464	5836	735.00	X
CAM, HATACHI, #VM2600A	30610494	5836	735.00	X
CAMCRD, SHARP #VL-L65U	601714950	5836	520.00	X
CAMCRD, SHARP #VL-L65U	601715063	5836	520.00	X
CAMCRD, SHARP #VL-L65U	601715072	5836	520.00	X
CAMCRD, SHARP #VL-L65U	601715103	5836	520.00	X
CAMCRDR, SHARP VLL94U	409317745	5836	682.50	X
CAMCRDR, SHARP VLL94U	409317760	5836	682.50	X
CAMCRDR, SHARP VLL94U	411324081	5836	682.50	X
CAMCRDR, SHARP VLL94U	411324085	5836	682.50	
CONVERT, ELMO TRV-35G	218338	5836	2060.00	X
CONVERT, ELMO TRV-35G	219793	5836	2060.00	X
DVD PLYR DVPS560D	0848939-R	5836	279.00	X
DVD PLYR DVPS560D	0846985-Q	5836	279.00	X
EXTRON X-TREME	601672	5836	3458.00	
ISOLATR GRNDLP GL1350 ON		5836	695.00	
KODAK, DIGTL, #KDK-D008	460-1833	5836	29372.00	
VCR, JVC #BRS-378U	077N0403	5836	977.00	
VCR, JVC 1/2" VHS	14912888	5836	279.00	X
VCR, JVC 1/2" VHS	14912672	5836	279.00	X
VCR, JVC 1/2" VHS	14912626	5836	279.00	X
VCR, JVC 1/2" VHS	14912308	5836	279.00	X
VCR, JVC 1/2" VHS	14912070	5836	279.00	X
VCR, JVC 1/2" VHS	14911940	5836	279.00	X
VCR, JVC 1/2" VHS	14911789	5836	279.00	X
VCR, JVC 1/2" VHS	14912427	5836	279.00	X

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
VCR, JVC 1/2" VHS	14912674	5836	279.00	X
VCR, JVC 1/2" VHS	14912663	5836	279.00	X
VCR, JVC 1/2" VHS	14912412	5836	279.00	X
VCR, JVC 1/2" VHS	14912165	5836	279.00	X
VCR, JVC 1/2" VHS	14911954	5836	279.00	X
VCR, JVC 1/2" VHS	14911886	5836	279.00	X
VCR, JVC 1/2" VHS	14912428	5836	279.00	X
VCR, JVC 1/2" VHS	14912693	5836	279.00	X
VCR, JVC 1/2" VHS	14912666	5836	279.00	X
VCR, JVC 1/2" VHS	14912422	5836	279.00	X
VCR, JVC 1/2" VHS	14912210	5836	279.00	X
VCR, JVC 1/2" VHS	14911968	5836	279.00	X
VCR, JVC 1/2" VHS	14911902	5836	279.00	X
VCR, JVC 1/2" VHS	14912429	5836	279.00	X
VCR, JVC 1/2" VHS	14912850	5836	279.00	X
VCR, JVC 1/2" VHS	14912670	5836	279.00	X
VCR, JVC 1/2" VHS	14912425	5836	279.00	X
VCR, JVC 1/2" VHS	14912238	5836	279.00	X
VCR, JVC 1/2" VHS	14912059	5836	279.00	X
VCR, JVC 1/2" VHS	14911908	5836	279.00	X
VCR, JVC 1/2" VHS	14912620	5836	279.00	X
VCR, JVC 1/2" VHS	14912889	5836	279.00	
VCR, JVC, 8600U VHS	A3TA01681	5836	1418.14	
VCR, ZENITH #VCP351	69018481	5836	166.75	X
VCR, ZENITH #VCP351	69018080	5836	166.75	X
VCR, ZENITH #VCP351	69018091	5836	166.75	X
VCR, ZENITH #VCP351	69018276	5836	166.75	X
VCR, ZENITH #VCP351	69018482	5836	166.75	X
VCR, ZENITH #VCP351	69018083	5836	166.75	X
VCR, ZENITH #VCP351	69018094	5836	166.75	X
VCR, ZENITH #VCP351	69018321	5836	166.75	X
VCR, ZENITH #VCP351	69018483	5836	166.75	X
VCR, ZENITH #VCP351	69018084	5836	166.75	X
VCR, ZENITH #VCP351	69018096	5836	166.75	X
VCR, ZENITH #VCP351	69018360	5836	166.75	X
VCR, ZENITH #VCP351	69018495	5836	166.75	X
VCR, ZENITH #VCP351	69018090	5836	166.75	
VCR, ZENITH #VCP351	69018254	5836	166.75	X
VCR, ZENITH #VCP351	69018473	5836	166.75	
BODY PK, SONY WRT820A6	116822	5965	920.00	
BODY PK, SONY WRT820A6	116825	5965	920.00	
MIC, AUDI TECH 7375831	8240088	5965	845.00	X
MIC, AUDI TECH 7375831	8240089	5965	845.00	X
MIC, AUDI TECH 7375831	9380279	5965	845.00	X
MIC, AUDI TECH 7375831	9380280	5965	845.00	X
MIC, LAVALIER #LX1485	0519976158	5965	629.00	X
MIC, SONY #WRR-840A68	111524	5965	1555.00	
MIC, SOUNDCRAFT #AF-62	830083	5965	1041.65	X
MIC, SOUNDCRAFT #AF-62	830067	5965	1041.65	X
MIC, SOUNDCRAFT #AF-62	830084	5965	1041.65	X

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
MIC, SOUNDCRAFT #AF-62	830068	5965	1041.65	X
MIC, SOUNDCRAFT #AF-62	88043	5965	1041.65	X
MIC, SOUNDCRAFT #AF-62	830081	5965	1041.65	X
MIC, SOUNDCRAFT #AF-62	830082	5965	1041.65	X
MIC/TR TELEX HT100/58	4614	5965	310.00	
MICROPH SONY, WRT-820A	116425	5965	920.00	
MICROPH SONY, WRT-820A	116430	5965	920.00	
RECVR, SONY WRR-840A66	111993	5965	1555.00	
SOUNDCRAFT, #AR-62B	810198W6-2	5965	954.00	X
SOUNDCRAFT, #AR-62B	810201W11-2	5965	954.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER SET, COMPANION		5965	336.00	X
SPEAKER, BOSE #402C	2525718420	5965	416.69	
SPEAKER, BOSE #402C	2525798420	5965	416.69	
SPEAKER, MAF: UNK #SL60	43021045	5965	520.00	X
SPEAKER, MAF: UNK #SL60	43021066	5965	520.00	X
SPEAKER, MAF: UNK #SL60	43021069	5965	520.00	X
SPEAKER, MAF: UNK #SL60	43021070	5965	520.00	X
SPEAKERS, COBRA FLEX		5965	1049.60	
SPKR, YORKVILLE PLUS12	6091670	5965	305.00	X
SPKR, YORKVILLE PLUS12	6103588	5965	305.00	X
SPKR, YORKVILLE PLUS12	6103777	5965	305.00	X
SPKR, YORKVILLE PLUS12	6103781	5965	305.00	X
SPRK SYS, TOA #TSA-600	94C4321279	5965	683.00	X
SPRK SYS, TOA #TSA-600	94C4321295	5965	683.00	X
SPRK SYS, TOA #TSA-600	94C4321283	5965	683.00	X
SPRK SYS, TOA #TSA-600	94C4321306	5965	683.00	X
SPRK SYS, TOA #TSA-600	94C4321285	5965	683.00	X
SPRK SYS, TOA #TSA-600	94C4321287	5965	683.00	X
AMP MCGOHAN, 35W	00225	5996	929.00	
AMP, POWER QSC #MX2000	029504338	5996	1155.00	X
AMP, POWER QSC MDL CX6	019604653	5996	541.00	X
AMP, POWER QSC MDL CX6	019604655	5996	541.00	X
AMP/MIX, YORKVILLE MP6	6084334	5996	599.00	X
MIXER, YAMAHA EMX 660	QO02407	5996	498.00	X
POWER SUPPLY, #BP650	096107717213	6130	369.99	
POWER SUPPLY, #BP650	096107717222	6130	369.99	
POWER SUPPLY, #BP650	096107718416	6130	369.99	
POWER SUPPLY, #BP650	096107718445	6130	369.99	
CON U C-9412/FSS-9 (V)	2099	6350	669.64	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
CON U C-9412/FSS-9 (V)		6350	669.64	
CLOCK, EPR LTM LTR8128	L8-61289	6645	2695.00	
CALIBRATION DEVICE 8803302 CLRVIS		6695	499.00	
CAM, 35MM KODAK, K-12	340879	6720	131.92	X
CAM, 35MM KODAK, K-12	765025	6720	131.92	X
CAM, 35MM KODAK, K-12	91477	6720	131.92	X
CAMERA, KODAK #DC-210	EKE74001952	6720	899.95	X
CAMERA, KODAK #DC-210	EKE74401251	6720	899.95	X
CAMERA, KODAK DG DC40	EKD51700931	6720	919.00	
CAMERA, KODAK DG DC40	EKD51700953	6720	919.00	X
CAMERA, KODAK DG DC40	EKD51700954	6720	919.00	X
CAMERA, MAMIYA RB-67	C203928	6720	837.27	
CAMERA, KODAK #DCS 620	K620C-02017	6720	9995.00	
CAMERA, KODAK DCS-460C	460-1334	6720	29995.00	
CAMERA, KODAK DCS-460C	460-2435	6720	29995.00	
CAMERA, NIKON F5	3166406	6720	1950.00	
CAMERA, NIKON F5	3168132	6720	1950.00	
CAMERA, NIKON F5	3167311	6720	1950.00	
CAMERA, NIKON F5	3168362	6720	1950.00	
CAMERA, NIKON F5	3167317	6720	1950.00	
CAMERA, NIKON F5	3168748	6720	1950.00	
CAMERA, NIKON F5	3167713	6720	1950.00	
ACCESS CONTROL SYSTEM	703-032-02	6730	7756.00	
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DA-LITE PICT KG 96X96		6730	318.00	X
DUKANE 28A7707 PROJ	LWXLA0K01138	6730	2588.00	X
DUKANE 28A7707 PROJ	LWXLA0K01141	6730	2588.00	X
NAVITAR VIDEO 2100	224679	6730	1990.00	
PROJ ELMO, EV-500AF	153713	6730	2700.00	X
PROJ ELMO, EV-500AF	172231	6730	2700.00	X
PROJ ELMO, EV-500AF	178535	6730	2700.00	X
PROJ ELMO, EV-500AF	178574	6730	2700.00	X
PROJ SHARP, XG-E1200U	703312560	6730	7286.00	X
PROJ SHARP, XG-E1200U	710314742	6730	7286.00	X
PROJ SHARP, XG-E1200U	709313967	6730	7286.00	X
PROJ SHARP, XG-E1200U	710314845	6730	7286.00	X
PROJ SHARP, XG-E1200U	710314684	6730	7286.00	X
PROJ SHARP, XG-E1200U	710314733	6730	7286.00	X
PROJ, DUKANE #28A4003	1745450	6730	835.00	X
PROJ, DUKANE #28A4003	1745454	6730	835.00	X
PROJ, DUKANE #28A4003	1785013	6730	835.00	X
PROJ, DUKANE #28A4003	1785027	6730	835.00	X
PROJ, DUKANE #28A632A	1651182	6730	195.00	X

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
PROJ, DUKANE #28A632A	1772611	6730	195.00	X
PROJ, DUKANE #28A663	1724363	6730	599.00	X
PROJ, DUKANE 28A632	1914357	6730	152.00	X
PROJ, DUKANE 28A632	1904582	6730	152.00	X
PROJ, DUKANE 28A632	1774013	6730	152.00	X
PROJ, DUKANE 28A632	1914358	6730	152.00	X
PROJ, DUKANE 28A632	1914351	6730	152.00	X
PROJ, DUKANE 28A632	1774018	6730	152.00	X
PROJ, DUKANE 28A632	1914352	6730	152.00	X
PROJ, DUKANE 28A632	1904575	6730	152.00	X
PROJ, DUKANE 28A632	1914353	6730	152.00	X
PROJ, DUKANE 28A632	1904580	6730	152.00	X
PROJ, KODAK III ATS	A225243	6730	588.20	X
PROJ, KODAK III ATS	A580919	6730	588.20	X
PROJ, SHARP #XG-NV2V	805316181	6730	5196.00	X
PROJ, SHARP #XG-NV2V	805316182	6730	5196.00	X
PROJ, SHARP #XG-NV6XU	909313111	6730	9196.00	X
PROJ, SHARP #XG-NV6XU	909313153	6730	9196.00	X
PROJ, SHARP XG-E3500U	001316313	6730	7596.00	X
PROJ, SHARP XG-E3500U	001316352	6730	7596.00	X
PROJ, SHARP XG-E3500U	812313174	6730	7596.00	X
PROJ, SHARP XG-E3500U	901313619	6730	7596.00	X
PROJ, SONY VPL-FX50	10436	6730	0499.00	
PROJ, BELL HOWELL 3870	8239040	6730	168.00	X
PROJ, KODAK #DKTAlIIIA	A-590639	6730	498.88	
PROJ, KODAK #DKTAlIIIA	A-638675	6730	498.88	X
PROJ, KODAK #DKTAlIIIA	A-644939	6730	498.88	X
PROJ, KODAK, 35MM,IIIA	100459	6730	390.00	X
PROJ, POLAVIEW 238	0003360	6730	2505.00	X
PROJ, POLAVIEW 238	0002456	6730	2505.00	X
PROJ, POLAVIEW 238	0003430	6730	2505.00	X
PROJ, POLAVIEW 238	0003103	6730	2505.00	X
PROJ, POLAVIEW 238	0003317	6730	2505.00	X
PROJ, POLAVIEW 238	0003340	6730	2505.00	X
PROJ, SHARP #XG-E-650U	607317440	6730	4999.00	X
PROJ, SHARP #XG-E-650U	607317676	6730	4999.00	X
PROJ, SHARP XG-E1000U	512312641	6730	8096.00	X
PROJ, SHARP XG-E1000U	601313424	6730	8096.00	X
PROJ, SHARP XG-E-110U	608311512	6730	7286.00	X
PROJ, SHARP XG-E-110U	608311659	6730	7286.00	X
PROJ, SHARP XG-E-650U	412311306	6730	5921.00	X
PROJ, SHARP XG-E-650U	501311837	6730	5921.00	X
PROJ, SHARP XG-E-650U	508312896	6730	5921.00	X
PROJ, SHARP XG-E690U	609312470	6730	4631.00	X
PROJ, SHARP XG-E690U	609312524	6730	4631.00	X
PROJ, SHARP XG-E690U	609312580	6730	4631.00	X
PROJ, SONY MDL: VPL-CS2	SO1-2012641	6730	2133.00	X
PROJ, XG-P10XU W/CASE	010313033	6730	7935.00	X
PROJ, XG-P10XU W/CASE	102315307	6730	7935.00	X
PROJ, XG-P10XU W/CASE	102315312	6730	7935.00	X

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
PROJ, XG-P10XU W/CASE	102315318	6730	7935.00	X
SCR, DALITE 9X12, 40442		6730	833.75	X
SCR, DALITE PTBL 40454		6730	1088.54	X
SCREEN, DALITE 6X8		6730	749.00	X
SCREEN, DALITE 6X8		6730	749.00	X
ADH SYS, ROLLTAG #2400		6740	575.00	X
ANALYZER, SP MS SM800A	18819362	6740	1495.00	
ANALYZER, SP MS SM800A	18819390	6740	1495.00	
BESELER #DICHRO 45	31-40857	6740	1030.00	
BESELER #DICHRO 45	31-45908	6740	1030.00	
DUP, BESELER DUAL-MODE	01167	6740	1732.00	
EASEL, SPEEDMASTER	6174	6740	3995.00	
ELITE SUPERSIZ XL1208	53802077BHN	6740	5,999.95	
ELITE SUPERSIZ XL1208	60310166CRC	6740	5,999.95	
EXTRACTR, NORITZU SB3U	8417661	6740	787.60	
FLMSCAN KODAK RF55357	3570-7652	6740	7986.00	
FLMSCAN KODAK RFS2035	2035-6113	6740	8392.00	
KODAK, DGTL, COLR, #8650	M1203993	6740	7325.00	
KODAK, DIGTL, #XLS-8600	B7002652	6740	8170.47	
MOUNTER, PAKON #AM401	5226WQ	6740	4785.00	
MOUNTR, VACUSEAL 13393	96A39-120297D	6740	5,115.00	
PRESS, SEAL, LR52	H32780	6740	803.90	
PROC, SPEEDMASTER 414M	950320148	6740	14995.00	
PTR, ELITE #XL1208	60310406CRC	6740	4,198.95	
PTR, ELITE #XL1208	60310410CRC	6740	4,198.95	
PTR, KODAK PHOTO #8600	L1100701	6740	6505.00	
PTR, KODAK PHOTO #8600	L1100806	6740	6505.00	
PTR, KODAK PHOTO #8600	L1100807	6740	6505.00	
PTR, KODAK PHOTO #8600	L110702	6740	6505.00	
PTR, KREONITE KBK-405	3179	6740	12368.00	
PTR, PICTROGRAPHY 3000	6000U2791	6740	12788.00	
PTR, PICTROGRAPHY 3000	6000U2792	6740	12788.00	
SCAN, FILM, KODAK 3570	3570-6560	6740	7986.00	
SCAN, FILM, KODAK 3570	3570P-1521	6740	7986.00	
SCAN, FILM, KODAK 3570	3570P-1565	6740	7986.00	
SCAN, FILM, KODAK 3570	3750-7451	6740	7986.00	
SCAN, SLIDE, KODAK	K384-1009	6740	7200.00	
SCAN, SLIDE, SPRINTSCAN	D505026C	6740	2069.00	
SCANNER, SPNTSCAN 451	B0001034A	6740	8650.00	
SINK, DUAL DRAIN, 6 FT		6740	399.00	
SPEEDMASTER #6C41-8M	940730431	6740	16549.00	
EQUIP, MAMIYA 120 ROLL BACK RB67-PRO	TI1264	6760	519.00	
EQUIP, MAMIYA 120 ROLL BACK RB67-PRO	TI1273	6760	519.00	
LEN, NIKON 1985,80-200	443219	6760	792.30	
LENS NIKKOR 63MM	801628	6760	234.94	
LENS, 65MM MAMIYA KL	007417	6760	1729.00	
LENS, ENLRGR 80MM 4.0 SCNEIDR/COMPON	14728105	6760	369.95	
LENS, MAMIYA KL 180MM	018031	6760	1399.00	
LENS, MAMIYA RB67, 90MM	130584	6760	499.00	
LENS, MAMIYA RB67, 90MM	599030	6760	499.00	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
LENS, NIKON 2.0, 35MM	307750	6760	449.00	
LENS, NIKON 2.0, 35MM	307755	6760	449.00	
LENS, NIKON, AF MICRO	2307786	6760	330.85	
LENS, NIKON, #AF35-135	0202011	6760	862.47	
LIGHT, AMRICANDT FS600	52-4	6760	475.00	
LIGHT, STUDIOMASTER II	069161/1035062	6760	1052.00	
LT KT, NOVATRON 1000WT	1028	6760	1115.62	
MAGAZINE, MAMIYA RB-67	043985	6760	535.00	
MAGAZINE, MAMIYA RB-67	044003	6760	535.00	
PRISM, NON-METERED FOR RB-67 PRO-SD	TC1079	6760	789.00	
SPOTLT, 4-1/2" W/STAND	1930-66	6760	962.50	
STUDIO LT, SUNPAK 4000	007400161	6760	373.86	
STUDIO LT, SUNPAK 4000	007400290	6760	373.86	
STUDIO LT, SUNPAK 4000	07400099	6760	373.86	
STUDIO LT, SUNPAK 4000	0740090	6760	373.86	
CARD READER, PC #UNK	10M00209	7025	363.00	
CARD READER, PC #UNK	98111000305	7025	363.00	
CPU HP D5739T ABA 01HPC D5739	US8100515	7025	2200.00	
CPU P3866MZ W/DVD, ZIP 01DEL GX300	306T201	7025	2917.35	
CPU P3866MZ W/DVD, ZIP 01DEL GX300	706T201	7025	2917.35	
CPU P3866MZ W/DVD, ZIP 01DEL GX300	FZ5T201	7025	2917.35	
CPU P3866MZ W/DVD, ZIP 01DEL GX300	JZ5T201	7025	2917.35	
CPU, TPW INTEL 430VX	0335871010598	7025	1200.00	
CPU, TPW INTEL 430VX	0335871010704	7025	1200.00	
CPU, TPW INTEL 430VX	0335871010712	7025	1200.00	
CPU, 1GB 32MBDVD250ZIP 01DEL CDROM	11D7G01	7025	6254.00	
CPU, DELL 1GHZ WCP	8KLQF01	7025	6489.35	
CPU, DELL 6500P3 XEON	4FE5I	7025	5058.00	
CPU, DELL 6500P3 XEON	75NIW	7025	5058.00	
CPU, DELL 6500P3 XEON	75NKA	7025	5058.00	
CPU, DELL 6500P3 XEON	4FE5L	7025	5058.00	
CPU, DELL DIM XPSB866	6W01001	7025	2724.20	
CPU, DELL DIM XPSB866	JV01001	7025	2724.20	
CPU, GATEWAY P5-166MHZ	0006063534	7025	2302.00	
CPU, GTEWY2000 A7X-TWR 01GAT A7X	5827708	7025	2627.00	
CPU, GTEWY2000 A7X-TWR 01GAT A7X	5827709	7025	2627.00	
CPU, HPC 7050,PENTIUM 01HPC 7050	US54302861	7025	1999.92	
CPU, PCKRD BELL, PLT XA	N161094656	7025	2499.00	
CPU, PCKRD BELL, PLT XA	N452009953	7025	2499.00	
CPU, PCKRD BELL, PLT XA	N161056444	7025	2499.00	
CPU, PRCISN 420 P 111	742TL01	7025	1670.30	
CPU, PRCISN 420 P 111	842TL01	7025	1670.30	
CPU, PRCISN 420 P 111	C42TL01	7025	1670.30	
CPU, PRCISN 420 P 111	JQSLN01	7025	1670.30	
CPU, PRCISN 420 P 111	152TL01	7025	1670.30	
CPU, PRCISN 420 P 111	542TL01	7025	1670.30	
CPU, PRCISN 420 P 111	552TL01	7025	1670.30	
CPU, PRCISN 420 P 111	D42TL01	7025	1670.30	
CPU, PRCISN 420 P 111	HQSLN01	7025	1670.30	
DESIGN JET 1050C	SG0AM3311C	7025	6,680.00	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
DR, IOMEGA ZIP Z100+ 05IOM	RAGH26H1N7	7025	149.00	
DR, PHILIPS #CCD2600 06PHI	SJC023000	7025	585.00	
HD DR, CPU IOM, Z100P2	PMAJ373HXV	7025	135.00	
HD DR, CPU IOM, Z100P2	PMAJ373HYU	7025	135.00	
HD DR, CPU IOM, Z100P2 05IOM	PMAJ373J00	7025	135.00	
IOMEGA ZIP, PARALL, 100	RBCH23P5K2	7025	135.00	
IOMEGA ZIP, PARALL, 100	P4AW1297LT	7025	135.00	
IOMEGA ZIP, PARALL, 100	RBCH23U5NO	7025	135.00	
IOMEGA ZIP, PARALL, 100	P4AW12C3FM	7025	135.00	
IOMEGA ZIP, PARALL, 100	RBCH24V08R	7025	135.00	
IOMEGA ZIP, PARALL, 100	P4AW12EKFJ	7025	135.00	
IOMEGA ZIP, PARALL, 100	RBCH23J0VH	7025	135.00	
IOMEGA ZIP, PARALL, 100	RBC64830H5	7025	135.00	
IOMEGA ZIP, PARALL, 100	P4AW12EKFB	7025	135.00	
IOMEGA ZIP, PARALL, 100	RBCH23U5N1	7025	135.00	
MTR 19" CTR SONY	8024377	7025	490.00	
MTR 19" CTR SONY	8024384	7025	490.00	
MTR 19" CTR SONY 30SON	8024385	7025	490.00	
MTR 19" CTR SONY 30SON	8024387	7025	490.00	
MTR 19" CTR SONY	8029082	7025	490.00	
MTR 19" CTR SONY	8028178	7025	490.00	
MTR 19" CTR SONY	8028182	7025	490.00	
MTR 19" CTR SONY	8028187	7025	490.00	
MTR 19" CTR SONY	8028189	7025	490.00	
MTR 21" TRINTRN DIM	S01-2334615-A	7025	300.00	
MTR 21" TRINTRN DIM 30DEL	S01-2150742-7	7025	300.00	
MTR 21" TRINTRN DIM 30DEL	S01-2150773-B	7025	300.00	
MTR, 17" DTD-1728	AHO-43503326	7025	897.24	
MTR, 17" DTD-1728	AHO-43503333	7025	897.24	
MTR, DELL #D1626HT 15"	2985351	7025	300.00	
MTR, DELL #D1626HT 15"	2985353	7025	300.00	
MTR, DELL #D1626HT 15"	2985357	7025	300.00	
MTR, DELL #D1626HT 15"	2985358	7025	300.00	
MTR, DELL #D1626HT 15"	2986004	7025	300.00	
MTR, DELL #D1626HT 15"	2986003	7025	300.00	
MTR, DELL #D1626HT 15"	7116519	7025	300.00	
MTR, DELL 21", #P1110	2335312	7025	1000.00	
MTR, DELL 21", #P1110	2188906	7025	549.00	
MTR, DELL 21", #P1110	9171RBOJ6689	7025	549.00	
MTR, DELL 21", #P1110	9171RBOJA689	7025	549.00	
MTR, DELL 21", #P1110	9171RBOPC489	7025	549.00	
MTR, DELL 21", #P1110	9171RBOPC689	7025	549.00	
MTR, DELL 21", #P1110	9171RBOPC789	7025	549.00	
MTR, DELL 21", #P1110	9171RBOPC889	7025	549.00	
MTR, DELL 21", #P1110 30DEL	2188907	7025	549.00	
MTR, DELL 21", #P1110 30DEL	2188908	7025	549.00	
MTR, DELL 21", #P1110 30DEL	2188909	7025	549.00	
MTR, GATEWAY, CPD17FT23	7031057	7025	425.00	
MTR, HITACHI 21, HM4787	316TZ06016	7025	1820.00	
MTR, HP D2807A MDL: P17 30HEP	JP7359109	7025	500.00	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
MTR, NEC 21", JC2143UMA	5900186DB	7025	2376.00	
MTR, NEC 21", JC2143UMA	5900212DB	7025	2,376.00	
MTR, NEC 21", JC2143UMA	5900226DB	7025	2376.00	
MTR, NEC 21, JC-2131VMA 30NEC	4722287DA	7025	1779.97	
MTR, NEC 21, JC-2131VMA 30NEC	6X21187DR	7025	1779.97	
NBK, HP N5190 P111 W N5190	TW04002607	7025	2299.00	
POLTTER, HPC 750	ESA6539798	7025	14,995.00	
PTR, FOILFAST P-21	A07A10C0124H	7025	1495.00	
PTR, HP4050T C4252A 28HEW	USCF038097	7025	1249.95	
PTR, SPINE MDL P-31	02608	7025	2195.00	
PTR, HP LASRJT C4139A	USGH214576	7025	733.10	
PTR, HP LJ 5000, C4110A	USB1057857	7025	1599.90	
PTR, HP LSRJT 5 C3916A	USLB005695	7025	1290.00	
PTR, INKJT PRO 3038 28KOD	BT501023	7025	6395.00	
PTR, LJ 4000N, #C4120A C	USEF016155	7025	1329.00	
PTR, LJ 4000N, #C4120A C	USMB108177	7025	1329.00	
PTR, NOVAJET PROE 600	E0562	7025	16600.00	
PTR, PHOTO FUJI PG3500 28FUJ	8000U1127	7025	7156.00	
PTR, STYLUS COLOR 3000	AEY0031302	7025	1770.00	
PTR, STYLUS COLOR 3000	AEY0031304	7025	1770.00	
PTR, STYLUS COLOR 980	CLQ1084724	7025	199.95	
READER, MICTECH DPAPRO 22MIC	21654000	7025	225.00	
READER, MICTECH DPAPRO 22MIC	21654366	7025	225.00	
READER, MICTECH DPAPRO 22MIC	21654002	7025	225.00	
READER, MICTECH DPAPRO 22MIC	21654456	7025	225.00	
READER, MICTECH DPAPRO 22MIC	21654084	7025	225.00	
READER, MICTECH DPAPRO 22MIC	21654228	7025	225.00	
SCAN, HPC SCANJET 4C 22HPC	SG66D2202S	7025	816.00	
SCAN, HPC SCANJET 4C 22HPC	SG66D22034	7025	816.00	
SCAN, HPC SCANJET 4C 22HPC	SG66D2203F	7025	816.00	
SCAN, HPC SCANJET 4C 22HPC	SG66D2203Y	7025	816.00	
SCAN, HPC SCANJET 4C	SGB0220G3	7025	816.00	
SCAN, MICROTEK #9600XL	S756735729B	7025	1,329.00	
SCAN, UMAX ASTRA 2400	HAL00196A003869	7025	279.37	
SCAN, UMAX ASTRA 2400 22UMA	HAL00195A004762	7025	279.37	
SCAN, UMAX MIRAGE II	H5K0027900045	7025	6899.00	
SCANJET HP II CX 22HPC	3414A93448	7025	887.00	
SCANMAKR III, MICROTEK	S879206850B	7025	1,418.50	
SCNNR, BRCODE INTERMEC C0100	00A41Y56R	7025	656.70	
SCNR, UMAX ASTRA 4000U	HAM012D000933	7025	179.95	
SVR, EDOX PROF DUAL	US90280470	7025	27750.00	
SVR, EDOX 2400 DUAL	US91780526	7025	31,750.00	
WKSTA, DELL 550 P3/MT	4EWG5	7025	3695.00	
WKSTA, DELL 550 P3/MT	4EWG6	7025	3695.00	
WKSTA, DELL 550 P3/MT	6YEWA	7025	3695.00	
WKSTA, DELL 550 P3/MT	4EWG8	7025	3,695.00	
WKSTA, DELL 550 P3/MT	4EWGB	7025	3,695.00	
WKSTA, DELL 550 P3/MT	6YEWD	7025	3,695.00	
WKSTA, DELL 550 P3/MT	6YEWG	7025	3,695.00	
WKSTA, DELL 550 P3/MT	6YEWH	7025	3,695.00	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
ADOBE PAGEMAKER 6.5UP		7030	89.95	
ADOBE PHOTOSHOP 3.0		7030	549.95	
ADOBE PHOTOSHOP 3.0CD		7030	558.23	
ADOBE PHOTOSHOP 3.0CD		7030	558.23	
ADOBE PHOTOSHOP 3.0CD		7030	558.23	
ADOBE PHOTOSHOP 4.0		7030	549.95	
ADOBE PHOTOSHOP 4.0		7030	549.95	
ADOBE PHOTOSHOP 4.0		7030	139.95	
ADOBE PHOTOSHOP 4.0		7030	549.95	
ADOBE PHOTOSHOP 4.0		7030	139.95	
ADOBE PHOTOSHOP 4.0		7030	139.95	
ADOBE PHOTOSHOP 4.0UP		7030	139.95	
ADOBE PHOTOSHOP 4.0UP		7030	139.95	
DIRECTOR 8 50143327		7030	471.69	
PHOTOSHOP V5.0 UPGRD		7030	182.34	
PHOTOSHOP, ADOBE 5.0		7030	199.00	
PHOTOSHOP, ADOBE 5.0		7030	199.00	
SHOCKWAVE NET STUDIO		7030	629.00	
SW ADOBE PHOTOSHOP 6.0		7030	609.00	
SW ADOBE PHOTOSHOP 6.0		7030	609.00	
SW ADOBE PHOTOSHOP 6.0		7030	609.00	
SW AUTOCAD LT20001		7030	419.25	
SW CORELDRAW 9 WINDOW		7030	425.00	
SW CORELDRAW 9 WINDOW		7030	425.00	
SW, ADOBE ACROBAT 4.0		7030	226.28	
SW, ADOBE ACROBAT 4.0		7030	226.28	
SW, COREL BRYCE V4.0		7030	193.36	
SW, CRYSTAL GRAPHICS		7030	199.00	
SW, PHOTOSHOP 6.0 UPGRD		7030	179.95	
SW, PHOTOSHOP 6.0 UPGRD		7030	179.95	
SW, PHOTOSHOP 6.0 UPGRD		7030	179.95	
SW, PHOTOSHOP 6.0 UPGRD		7030	179.95	
SW, PHOTOSHOP 6.0 UPGRD		7030	179.95	
SW, PHOTOSHOP 6.0 UPGRD		7030	179.95	
SW, SUPERPRINT 4.0		7030	1010.00	
SW, TOOLBOOK II ASST		7030	1056.00	
SW, WINDOWS 95		7030	179.99	
SW, ADOBE PHOTOSHOP 5.5 WIN		7030	199.00	
SW, ADOBE PHOTOSHOP 5.5 WIN		7030	199.00	
SW, ADOBE PHOTOSHOP 5.5 WIN		7030	199.00	
SW, ADOBE PGMKR 6.5 PL		7030	99.95	
SW, ADOBE ACROBAT 4.0		7030	214.00	
SW, ADOBE PHOTOSHOP 5.5		7030	599.95	
SW, ADOBE PHOTOSHOP 5.5		7030	229.00	
SW, ADOBE PHOTOSHOP 5.5		7030	599.95	
SW, ADOBE PHOTOSHOP 5.5		7030	229.00	
SW, ADOBE PHOTOSHOP 5.5		7030	599.95	
SW, ADOBE PHOTOSHOP 5.5		7030	229.00	
SW, ADOBE PHOTOSHOP 5.5		7030	599.95	
SW, ADOBE PHOTOSHOP 5.5		7030	229.00	

NONMENCLATURE / MODEL	SERIAL NUMBER	FSC	PRICE (\$)	LOAN
SW, ADOBE PHOTOSHP 5.5		7030	599.95	
SW, ADOBE PHOTOSHP 5.5		7030	229.00	
SW, ADOBE PHOTOSHP 5.5		7030	599.95	
SW, ADOBE PHOTOSHP 5.5		7030	229.00	
SW, ASYMETRIX TOOLBOOK		7030	1766.49	
SW, ASYMETRIX TOOLBOOK		7030	1766.49	
SW, COREL DRAW 10 GRPH		7030	489.95	
SW, COREL DRAW 9.0		7030	413.00	
SW, COREL DRAW 9.0		7030	413.00	
SW, COREL DRAW 9.0		7030	413.00	
SW, COREL DRAW 9.0		7030	413.00	
SW, COREL DRAW 9.0		7030	413.00	
SW, COREL DRAW 9.0		7030	413.00	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL DRAW 9.0 F/E		7030	625.95	
SW, COREL UPGRADE 6.0		7030	199.99	
SW, COREL UPGRADE 6.0		7030	199.99	
SW, COREL UPGRADE 6.0		7030	199.99	
SW, COREL UPGRADE 6.0		7030	199.99	
SW, COREL UPGRADE 6.0		7030	199.99	
SW, GENESIS 4 LIGHTWAV		7030	269.99	
SW, GENESIS 4 PHOTOSHP		7030	159.99	
SW, GRAPHIC STUDIO 7		7030	404.82	
SW, GRAPHIC STUDIO 7		7030	404.82	
SW, LIGHTWAVE 6.5 WIN		7030	1250.00	
SW, MACR DRMWVR4 FOR		7030	279.00	
SW, MARBLE & GRANITE		7030	99.95	
SW, MASTERCLIPS, 101K		7030	59.95	
SW, PAGEMAKER UPGD 6.0		7030	594.99	
SW, SANTA FE		7030	79.95	
SW, THE PLAINS		7030	79.95	
TABLET, ARTZ II	5LJP02624	7050	347.00	
TABLET, WACOM INTOUS	0LJ002338	7050	319.95	
LTR SYS, VARITRO POSTE	41201262	7430	2424.88	
TYPWRTR IBM WHLW 3000	11DYDW7	7430	718.00	
TYPWRTR WHLW 7000	11FMF06	7430	1396.00	
DISPNSR, ADHSV/LAMINAT	4567	7490	1,156.95	
LAMINATOR SEAL 410	410-390-D	7490	8,000.00	
LAMNTG MACH BANNER PR	ACX18045	7490	2,502.57	
TV, TOSH 19", CF1927B	94562562	7730	349.95	
TV, ZENITH 20", Z20A210	821-22100058	7730	249.00	X
TV, ZENITH 20,SMS2049S	421-44440445	7730	249.00	X
TV, ZENITH 25" SG2567H	091-43390039	7730	370.00	
TV, ZENITH 25", SY2551S	621-44350905	7730	294.00	X
TV, ZENITH 27, SR2787DT	622-32080451	7730	423.00	X
TV, ZENITH 27, SR2787DT	622-32080600	7730	423.00	X

[illegible]

Table TE8-3 contains leased Government copiers that will be furnished for operational control and use by the Service Provider in performance of the contract services. Copiers are leased under Government contract and will be furnished and maintained by the Government.

TABLE TE8-3: COPIER EQUIPMENT

MODEL	MANUFACTURER	SERIAL NUMBER
D250	Minolta	3143153
Di181	Minolta	31714147

Table TE8-4 lists Government-Furnished Computer Software Applications currently in use or supported by the incumbent USAG, FSH work force.

TABLE TE8-4: COMPUTER SOFTWARE APPLICATIONS

NAME	FULL TITLE	VER. #
TSAMS-E	Training Support Automated Management System – Enhanced	6.01
	Paint Shop Pro	7
	Sybase Infomaker	7
	Microsoft Word	Office 2000 Pro
	Microsoft Excel	Office 2000 Pro
	Microsoft Access	Office 2000 Pro
	Microsoft PowerPoint	Office 2000 Pro
	Microsoft Outlook	Office 2000 Pro
	Form Flow Filler	2.23

Table TE8-5 contains historical data on the GSA vehicle fleet used by the incumbent Government organization for FY00. It is not intended to dictate what vehicle types or quantities are required for performance of the PRD. The Service Provider shall be responsible for making those determinations based on descriptions of services and workload contained in the PRD. The column headings for Table TE8-5 are defined as follows:

- TYPE – Type of GSA leased vehicle
- QTY – Total number of vehicles of similar type
- MILES/YR – Total miles in FY00 for quantity of vehicles indicated

TABLE TE8-5: GSA VEHICLE FLEET UTILIZATION

TYPE	QTY	MILES/YR
Utility Van, ¾ Ton	1	700

Technical Exhibit 9 – Supply Quality and Brand Specifications

Kodak or Fuji film C-41 35mm and 120 (negative)

Kodak or Fuji film E-6 (slide)

Kodak E-6, C-41, and RA4 chemical, paper (processing and printing)

Kodak Ektatherm paper and ribbon (Kodak digital printers)

Fuji Donor and paper (Fuji digital printers)

Pako 35mm slide mounts, (Pako slide mounter)

Canon (CLC 800 & 900)

Hammermill Paper 8½"x11" and 11"x 17"

Canon Toners - Magenta, Cyan, Yellow and Black

Canon (CLC 2400)

Hammermill Paper 8½"x11" and 11"x 17"

Canon Toners - Magenta, Cyan, Yellow and Black

Encad Nova Jet (600)

Poster Printer Glossy Ink Jet Vinyl 36"x 60"

Encad Ink and Cartridge Kit - Magenta, Cyan, Yellow and Black

Encad Litre Refill - Magenta, Cyan, Yellow and Black

Crescent Mat Board (Variety of colors 32"x40")

Banner America Finisher (4000 - Hot laminator)

Digicote Laminate (3ML, 3"core 40"x500") (clear)

Binder (Book)

Foil Fas Cover Printer Cartridge (Silver and Gold)

Standard Binder Strips - (8½"x 11")

Powis Printer Foil Cartridge

Foam - core Board (White 4'x 8')

Technical Exhibit 10–Complexity Factors for Graphics Products

Table TE10-1 is intended to provide common characteristics of simple, medium complexity, and complex graphics products. It is not intended to provide information regarding current or desired processes used to produce the products.

TABLE TE10-1

PRODUCT	SIMPLE	MEDIUM	COMPLEX
Slide Presentation	<ul style="list-style-type: none"> -Choose background -Choose color for title and text 	<ul style="list-style-type: none"> -Design background -Choose color, outline, or drop shade -Retrieve and insert clip art -Decide appropriate layout 	<ul style="list-style-type: none"> -All previous, including original art and/or scanned images -2D and 3D effects -May require software conversion
Viewgraph transparency (VGT)	<ul style="list-style-type: none"> -Choose background -Choose color for title and text 	<ul style="list-style-type: none"> -Design background -Choose color, outline, or drop shade -Retrieve and insert clip art -Decide appropriate layout 	<ul style="list-style-type: none"> -All previous, including original art and/or scanned images -2D and 3D effects -May require software conversion
Brochure Design	<ul style="list-style-type: none"> -Layout of standard Bi- or Tri-folds – columns of wording -B/W text and choice of fonts -One or two colors for front cover 	<ul style="list-style-type: none"> -Layout and design of standard Bi- or Tri-folds with wording arranged around design element or superimposed artwork and words -Colored text and choice of fonts -Three or four color cover and back -Insert clip art 	<ul style="list-style-type: none"> -Layout and design of standard Bi- and Tri-folds with wording arranged around design element or superimposed artwork and words -Colored text, specific fonts, and 2D or 3D effects -Five or more colors -Create original art and/or insert scanned images with special effects
Certificate Design	<ul style="list-style-type: none"> -Basic layout – words only -Simple border – plain lines -One or two colors -Choice of fonts 	<ul style="list-style-type: none"> -Layout and design includes arranging wording around artwork -Design border -Insert color logos and/or clip art -Three or four colors 	<ul style="list-style-type: none"> -Layout and design includes arranging wording around artwork -Design intricate border -Original art and/or created logos -Five or more colors -May include scanned images for special effects
Posters	<ul style="list-style-type: none"> -Basic design and layout -Insert artwork -One or two colors -Title and text -Print, laminate and mount 	<ul style="list-style-type: none"> -Design colored background -Insert clip art and/or logos -Color title and text -Print, laminate, and mount -May require software conversion 	<ul style="list-style-type: none"> -All previous -Total layout and design -Create original artwork and/or logos -Special effects

PRODUCT	SIMPLE	MEDIUM	COMPLEX
Signs	<ul style="list-style-type: none"> -Basic text and background -Choice of font -Laminate and mount 	<ul style="list-style-type: none"> -Text and background -Multi-color -Insert clip art and/or existing logos -Laminate and mount 	<ul style="list-style-type: none"> -Layout and design, including text and background -Multi-color -Create original artwork and/or logos -Laminate and mount
Color Illustrations	<ul style="list-style-type: none"> -Drop in on-file images -Layout -One or two colors 	<ul style="list-style-type: none"> -Scan in existing images -Modify existing images -Layout -Three or four colors 	<ul style="list-style-type: none"> -Sketch and design requires decision-making -Layout requires decision-making -Five or more colors -2D and 3D effects -Color coordination -Feathering and/or superimposed images -Varied media -May require software conversion
Line Drawing (Illustration)	<ul style="list-style-type: none"> -Drop in images -Layout -B/W lines, no shading, little detail 	<ul style="list-style-type: none"> -Existing images scanned in -Layout -B/W with some shading, but not photo-like 	<ul style="list-style-type: none"> -Sketch and design -Layout -B/W with accurate detail, shading, photo-like appearance -Research picture
Exhibits	<ul style="list-style-type: none"> -Layout and design -Permanent -Title and text -One or two colors -Minimal information -Print, mount and laminate 	<ul style="list-style-type: none"> -Layout and design -Permanent -Title and text -Three or four colors and graphics -Moderate information -Print, mount, cut out, and laminate 	<ul style="list-style-type: none"> -Layout and design -Permanent -Title and text -Five or more colors, graphics and/or logos -Maximum information -Print, mount, cut out, and laminate
Displays	<ul style="list-style-type: none"> -Layout and design -Portable -Title and text -One or two colors -Minimal information -Print, mount, and laminate display components -Double and Bi-folds 	<ul style="list-style-type: none"> -Layout and design -Portable -Title and text -Three or four colors and graphics -Moderate information -Print, mount, cut out, and laminate display components -Double and Bi-folds 	<ul style="list-style-type: none"> -Layout and design -Portable -Title and text -Five or more colors, graphics and/or logos -Maximum information -Print, mount, cut out, and laminate display components -Double and Bi-folds

PRODUCT	SIMPLE	MEDIUM	COMPLEX
Technical Illustration	<ul style="list-style-type: none"> -Layout and design -B/W line drawing -Refined scaled drawing 	<ul style="list-style-type: none"> -Layout and design -B/W line drawing with some shading or more detail than a simple line drawing -Refined scaled drawing 	<ul style="list-style-type: none"> -Layout and design -B/W line drawing with intricate shading to show depth -Intricate, refined, scaled drawing
Form Design	<ul style="list-style-type: none"> -Basic layout -Approximately 10% of blocks contain wording -B/W 	<ul style="list-style-type: none"> -Layout and design -Two colors -Up to approximately 50% of blocks contain wording 	<ul style="list-style-type: none"> -Layout and design -Three or more colors -Over 50% of blocks contain wording -May include logos
Camera Ready Copy	<ul style="list-style-type: none"> -Drop in images -Layout -B/W lines, no shading, little detail 	<ul style="list-style-type: none"> -Existing images scanned in -Layout -B/W with some shading, but not photo-like 	<ul style="list-style-type: none"> -Sketch and design -Layout -B/W with accurate detail, shading, photo-like appearance -Research picture
Logo Design	<ul style="list-style-type: none"> -Sketch and design -One or two colors or B/W -Line drawing, no shading 	<ul style="list-style-type: none"> -Sketch and design -Three or four colors -Fancy text, some shading 	<ul style="list-style-type: none"> -Sketch and design -Five or more colors -Create intricate, finished graphic with elaborate text -Shading, 3D effects -May require software conversion
Cover Design	<ul style="list-style-type: none"> -Layout and design -One or two colors -Title and text 	<ul style="list-style-type: none"> -Layout and design -Three or four colors -Title and text -Insert clip art and/or logos 	<ul style="list-style-type: none"> -Layout and design -Five or more colors -Title and text -Original art and/or logos -May require software conversion

PRODUCT	SIMPLE	MEDIUM	COMPLEX
Print Media	-Duplication -Minor adjustment	-Duplication -Moderate adjustment	-Duplication -Major adjustment -Color calibration
Presentations	-On disk -Minor adjustment -Minimum color -Title and text	-Layout and design -Moderate coloring -Title and text Insert clipart and/or logos	-Layout and design -Full color -Title and text -Original clipart and/or logos -May include scanned images for special effects
Flyers	-Basic text and background -Minimal information -Minimal coloring -Simple clipart and/or logos	-Layout and design -Moderate coloring -Title and text -Insert clipart and/or logos	-Layout and design -Full color -Title and text -Original art and/or logos -May require software conversion
Matting	-Single mat -Backing	-Double mat -Backing -Label	-Double mat plus special cuts -Backing -Label
Charts	-Basic layout -Simple design -Minimal information -B/W or one or two colors	-Layout and design -Three or four colors -Moderate information -Inserted clip art and/or logos	-Layout and design -Five or more colors -Information -Maximum artwork and/or logos -May require software conversion

WAGE DETERMINATION NO: 94-2522 REV (19) AREA: TX,SAN ANTONIO

WAGE DETERMINATION NO: **94-2522** REV (19) AREA: TX,SAN ANTONIO
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
 | WASHINGTON D.C. 20210
 |
 |
 | Wage Determination No.: 1994-2522
 William W.Gross Division of | Revision No.: 19
 Director Wage Determinations | Date Of Last Revision: 08/02/2001

State: Texas
 Area: Texas Counties of Atascosa, Bandera, Bexar, Comal, De Witt, Edwards, Gillespie,
 Gonzales, Guadalupe, Karnes, Kendall, Kerr, Kinney, McMullen, Medina, Real, Uvalde, Val
 Verde, Wilson

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.09
Accounting Clerk II	9.49
Accounting Clerk III	10.94
Accounting Clerk IV	13.59
Court Reporter	11.36
Dispatcher, Motor Vehicle	12.08
Document Preparation Clerk	10.56
Duplicating Machine Operator	10.56
Film/Tape Librarian	10.09
General Clerk I	7.02
General Clerk II	7.98
General Clerk III	9.81
General Clerk IV	14.15
Housing Referral Assistant	14.70
Key Entry Operator I	7.46
Key Entry Operator II	8.78
Messenger (Courier)	8.04
Order Clerk I	8.69
Order Clerk II	10.20
Personnel Assistant (Employment) I	9.38
Personnel Assistant (Employment) II	11.72
Personnel Assistant (Employment) III	14.21
Personnel Assistant (Employment) IV	16.63
Production Control Clerk	12.88
Rental Clerk	10.09
Scheduler, Maintenance	11.60
Secretary I	11.60
Secretary II	13.06
Secretary III	14.70
Secretary IV	17.99
Secretary V	19.93
Service Order Dispatcher	10.73

Stenographer I	9.27
Stenographer II	10.33
Supply Technician	17.99
Survey Worker (Interviewer)	11.36
Switchboard Operator-Receptionist	8.81
Test Examiner	13.06
Test Proctor	13.06
Travel Clerk I	8.73
Travel Clerk II	9.25
Travel Clerk III	9.72
Word Processor I	10.16
Word Processor II	11.76
Word Processor III	13.18
Automatic Data Processing Occupations	
Computer Data Librarian	9.25
Computer Operator I	9.46
Computer Operator II	11.10
Computer Operator III	15.61
Computer Operator IV	17.31
Computer Operator V	19.19
Computer Programmer I (1)	15.47
Computer Programmer II (1)	19.94
Computer Programmer III (1)	22.17
Computer Programmer IV (1)	25.63
Computer Systems Analyst I (1)	20.98
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.63
Peripheral Equipment Operator	10.64
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	15.78
Automotive Glass Installer	12.91
Automotive Worker	12.91
Electrician, Automotive	13.66
Mobile Equipment Servicer	11.51
Motor Equipment Metal Mechanic	14.38
Motor Equipment Metal Worker	12.91
Motor Vehicle Mechanic	14.38
Motor Vehicle Mechanic Helper	10.91
Motor Vehicle Upholstery Worker	12.20
Motor Vehicle Wrecker	12.91
Painter, Automotive	13.66
Radiator Repair Specialist	12.91
Tire Repairer	11.12
Transmission Repair Specialist	14.38
Food Preparation and Service Occupations	
Baker	9.41
Cook I	7.96
Cook II	9.45
Dishwasher	6.69
Food Service Worker	6.69
Meat Cutter	10.82
Waiter/Waitress	6.16
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	13.66
Furniture Handler	9.71
Furniture Refinisher	13.66
Furniture Refinisher Helper	10.91
Furniture Repairer, Minor	12.20

Upholsterer	13.66
General Services and Support Occupations	
Cleaner, Vehicles	6.69
Elevator Operator	6.69
Gardener	8.43
House Keeping Aid I	6.29
House Keeping Aid II	6.69
Janitor	6.69
Laborer, Grounds Maintenance	7.08
Maid or Houseman	6.29
Pest Controller	8.95
Refuse Collector	5.82
Tractor Operator	8.02
Window Cleaner	7.08
Health Occupations	
Dental Assistant	10.93
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	10.93
Licensed Practical Nurse I	9.97
Licensed Practical Nurse II	11.18
Licensed Practical Nurse III	12.51
Medical Assistant	9.77
Medical Laboratory Technician	11.24
Medical Record Clerk	11.24
Medical Record Technician	13.75
Nursing Assistant I	7.10
Nursing Assistant II	7.98
Nursing Assistant III	8.71
Nursing Assistant IV	9.77
Pharmacy Technician	12.19
Phlebotomist	11.18
Registered Nurse I	15.57
Registered Nurse II	19.06
Registered Nurse II, Specialist	20.01
Registered Nurse III	23.06
Registered Nurse III, Anesthetist	23.06
Registered Nurse IV	27.62
Information and Arts Occupations	
Audiovisual Librarian	16.06
Exhibits Specialist I	14.31
Exhibits Specialist II	15.49
Exhibits Specialist III	17.63
Illustrator I	14.31
Illustrator II	15.49
Illustrator III	17.63
Librarian	18.15
Library Technician	11.45
Photographer I	11.70
Photographer II	14.31
Photographer III	15.49
Photographer IV	17.63
Photographer V	21.39
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.96
Counter Attendant	6.96
Dry Cleaner	8.04
Finisher, Flatwork, Machine	6.96
Presser, Hand	6.96
Presser, Machine, Drycleaning	6.96

Presser, Machine, Shirts	6.96
Presser, Machine, Wearing Apparel, Laundry	6.96
Sewing Machine Operator	8.52
Tailor	8.88
Washer, Machine	7.56
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	13.66
Tool and Die Maker	16.34
Material Handling and Packing Occupations	
Forklift Operator	10.22
Fuel Distribution System Operator	11.51
Material Coordinator	10.41
Material Expediter	10.41
Material Handling Laborer	8.88
Order Filler	9.16
Production Line Worker (Food Processing)	9.75
Shipping Packer	9.39
Shipping/Receiving Clerk	9.39
Stock Clerk (Shelf Stocker; Store Worker II)	9.72
Store Worker I	8.48
Tools and Parts Attendant	11.21
Warehouse Specialist	11.21
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	15.01
Aircraft Mechanic Helper	11.58
Aircraft Quality Control Inspector	15.50
Aircraft Servicer	12.87
Aircraft Worker	13.44
Appliance Mechanic	13.66
Bicycle Repairer	11.12
Cable Splicer	14.46
Carpenter, Maintenance	13.66
Carpet Layer	12.91
Electrician, Maintenance	16.93
Electronics Technician, Maintenance I	16.24
Electronics Technician, Maintenance II	21.07
Electronics Technician, Maintenance III	22.11
Fabric Worker	12.20
Fire Alarm System Mechanic	14.38
Fire Extinguisher Repairer	11.51
Fuel Distribution System Mechanic	14.38
General Maintenance Worker	13.33
Heating, Refrigeration and Air Conditioning Mechanic	14.38
Heavy Equipment Mechanic	14.38
Heavy Equipment Operator	14.38
Instrument Mechanic	14.38
Laborer	6.69
Locksmith	13.66
Machinery Maintenance Mechanic	14.38
Machinist, Maintenance	14.38
Maintenance Trades Helper	10.91
Millwright	16.54
Office Appliance Repairer	13.66
Painter, Aircraft	13.85
Painter, Maintenance	13.66
Pipefitter, Maintenance	15.16
Plumber, Maintenance	15.16
Pneudraulic Systems Mechanic	14.38

Rigger	14.38
Scale Mechanic	12.91
Sheet-Metal Worker, Maintenance	14.38
Small Engine Mechanic	12.91
Telecommunication Mechanic I	16.54
Telecommunication Mechanic II	17.41
Telephone Lineman	14.38
Welder, Combination, Maintenance	14.38
Well Driller	14.38
Woodcraft Worker	14.38
Woodworker	11.51
Miscellaneous Occupations	
Animal Caretaker	7.09
Carnival Equipment Operator	8.02
Carnival Equipment Repairer	8.43
Carnival Worker	6.69
Cashier	7.52
Desk Clerk	8.80
Embalmer	16.85
Lifeguard	8.84
Mortician	16.85
Park Attendant (Aide)	11.32
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.84
Recreation Specialist	12.20
Recycling Worker	6.92
Sales Clerk	8.84
School Crossing Guard (Crosswalk Attendant)	6.69
Sport Official	8.84
Survey Party Chief (Chief of Party)	14.76
Surveying Aide	10.29
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.29
Swimming Pool Operator	8.25
Vending Machine Attendant	6.92
Vending Machine Repairer	8.25
Vending Machine Repairer Helper	6.92
Personal Needs Occupations	
Child Care Attendant	8.59
Child Care Center Clerk	10.97
Chore Aid	6.52
Homemaker	13.69
Plant and System Operation Occupations	
Boiler Tender	16.54
Sewage Plant Operator	13.66
Stationary Engineer	16.54
Ventilation Equipment Tender	10.91
Water Treatment Plant Operator	13.66
Protective Service Occupations	
Alarm Monitor	10.29
Corrections Officer	18.22
Court Security Officer	18.22
Detention Officer	18.22
Firefighter	18.13
Guard I	6.38
Guard II	9.21
Police Officer	18.32
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	11.54
Hatch Tender	11.54

Line Handler	11.54
Stevedore I	10.91
Stevedore II	12.21
Technical Occupations	
Air Traffic Control Specialist, Center (2)	27.00
Air Traffic Control Specialist, Station (2)	18.62
Air Traffic Control Specialist, Terminal (2)	20.50
Archeological Technician I	11.19
Archeological Technician II	12.52
Archeological Technician III	15.49
Cartographic Technician	15.49
Civil Engineering Technician	15.49
Computer Based Training (CBT) Specialist/ Instructor	19.69
Drafter I	10.39
Drafter II	11.70
Drafter III	15.56
Drafter IV	17.82
Engineering Technician I	10.13
Engineering Technician II	12.64
Engineering Technician III	14.18
Engineering Technician IV	15.60
Engineering Technician V	18.34
Engineering Technician VI	20.83
Environmental Technician	15.49
Flight Simulator/Instructor (Pilot)	27.64
Graphic Artist	18.23
Instructor	17.16
Laboratory Technician	12.38
Mathematical Technician	15.49
Paralegal/Legal Assistant I	13.59
Paralegal/Legal Assistant II	17.99
Paralegal/Legal Assistant III	21.99
Paralegal/Legal Assistant IV	26.59
Photooptics Technician	15.49
Technical Writer	20.36
Unexploded (UXO) Safety Escort	17.16
Unexploded (UXO) Sweep Personnel	17.16
Unexploded Ordnance (UXO) Technician I	17.16
Unexploded Ordnance (UXO) Technician II	20.76
Unexploded Ordnance (UXO) Technician III	24.88
Weather Observer, Combined Upper Air and Surface Programs (3)	13.99
Weather Observer, Senior (3)	15.55
Weather Observer, Upper Air (3)	13.99
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	10.38
Parking and Lot Attendant	7.24
Shuttle Bus Driver	9.68
Taxi Driver	8.66
Truckdriver, Heavy Truck	13.24
Truckdriver, Light Truck	9.68
Truckdriver, Medium Truck	10.29
Truckdriver, Tractor-Trailer	13.24

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans.

Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole pan of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary

affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444

(SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT A**PAST PERFORMANCE SURVEY QUESTIONNAIRE****I. CONTRACT IDENTIFICATION**

A. CONTRACTOR _____

B. CONTRACT NUMBER _____

C. CONTRACT TYPE _____

COMPETITIVE () YES () NO

FOLLOW-ON () YES () NO

D. PERIOD OF PERFORMANCE _____

	ESTIMATED <u>COST</u>	FEE	TOTAL VALUE
--	--------------------------	-----	----------------

E. INITIAL CONTRACT COST _____

F. CURRENT CONTRACT COST _____

G. PRODUCT DESCRIPTION
AND/OR SERVICE PROVIDED:

II. AGENCY IDENTIFICATION

A. NAME _____

B. DESCRIPTION _____

C. GEOGRAPHIC DISTRIBUTION OF SERVICES UNDER THIS CONTRACT
I.E. LOCAL, NATIONWIDE, WORLDWIDE

D. NUMBER OF LOCATIONS SERVICED BY THIS CONTRACT _____

III. EVALUATION

A. PERFORMANCE HISTORY

1. To what extent did the contractor adhere to contract delivery schedules?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

2. To what extent did the contractor submit required reports and documentation in a timely manner?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

3. To what extent were the contractor's reports and documentation accurate and complete?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

4. To what extent was the contractor able to solve contract performance problems without extensive guidance from government counterparts?

Considerably successful _____

Generally successful _____

Little success _____

No success _____

Comment: _____

5. To what extent did the contractor display initiative in meeting requirements?

Displayed considerable initiative _____

Displayed some initiative _____

Displayed little initiative _____

Displayed no initiative _____

Comment: _____

6. Did the contractor commit adequate resources in timely fashion to the contract to meet the requirement and to successfully solve problems?

Provided abundant resources _____

Provided sufficient resources _____

Provided minimal resources _____

Provided insufficient resources _____

Comment: _____

7. To what extent did the contractor submit change orders and other required proposals in a timely manner?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

8. To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

9. To what extent was the contractor's problem tracking/reporting documentation timely, accurate and or appropriate content?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

10. To what extent was the contractor effective in interfacing with the Government's staff?

Extremely effective _____

Generally effective _____

Generally ineffective _____

Extremely ineffective _____

Comment: _____

B. TERMINATION HISTORY

11. Has this contract been partially or completely terminated for default or convenience?

_____ Yes _____ Default _____ Convenience

_____ No

If yes, explain (e.g., inability to meet cost, performance, or delivery schedule). _____

12. Are there any pending terminations?

_____ Yes _____ No

If yes, explain and indicate the status. _____

C. EXPERIENCE HISTORY

13. How effective has the contractor been in identifying user requirements?

Extremely effective _____

Generally effective _____

Generally ineffective _____

Extremely ineffective _____

Comment: _____

14. To what extent did the contractor coordinate, integrate, and provide for effective subcontractor management?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

15. To what extent did the contractor provide timely technical assistance, both on-site and off-site, when responding to problems encountered in the field?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

D. COST MANAGEMENT

16. To what extent did the contractor meet the proposed cost estimates?

Less than estimated cost _____

Comparatively equal to estimate _____

Exceeded the costs _____

Considerably surpassed estimate _____

Comment: _____

NARRATIVE SUMMARY

Use this section to explain additional information not included above.

Printed Name of Person Completing Questionnaire

Company Name

Address

Phone

Company Affiliation/Title

Signature

Date Completed